



JOB DESCRIPTION

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| Position Title: | Counselling Practice Coordinator – Therapeutic Services |
| Position Type: | Fulltime, ongoing |
| Location: | Deakin |
| Reporting Relationships: | Practice Manager – Therapeutic Services |
| Position Classification: | The position is classified at Band E in accordance with the RACR Enterprise Agreement |
| Remuneration: | \$89,867.92 to 93,893.21 plus super and PBI tax benefit for a full time position. |
| Reviewed: | 13 November 2020 |

ROLES AND RESPONSIBILITIES:

Therapeutic services refer to any counselling, relationship education, and specialised family violence programs delivered by Relationships Australia Canberra & Region. It also refers to any outreach, group work, casework or project that operates as a therapeutic service or any therapeutic work undertaken by the RACR Dhunlung Yarra Aboriginal and Torres Strait Islander Service.

The role of this position is to, in consultation with the Practice Manager, Therapeutic Services:

- Contribute to the quality of the therapeutic services and other related programs offered by RACR;
- Provide clinical supervision, support and leadership to staff involved in delivery of therapeutic services including counsellors and family advisors;
- Provide support to members of the therapeutic team in their clinical work, effectively manage cases, and foster resilience and wellbeing;
- Undertake clinical work and group facilitation as required;
- Work with the practice manager to support clinical governance and excellence in service delivery;
- Work with members of the therapeutics team to ensure the needs of clients are at the centre of the services being delivered ;
- Contribute to developing the vision for future therapeutic programs; and
- Liaise with the service support and client service officer teams that support the therapeutic services, where required.

DUTIES:

In consultation with the Practice Manager, contribute to maintaining the following functions:

- Provide supervision to a number of counsellors and family advisors;
- Meeting client outcomes, outreach services being fully functional and operational procedures being consistent across all sites;
- Participate in the induction of staff, including contributing to identify appropriate training and professional development;
- Contribute to regular client evaluation and implementation of learnings;
- Contribute to the implementation and maintenance of therapeutic services related policies and procedures;
- Contribute to the intake and assessment procedures, including monitoring service flows through the organisation, provide support to family advisors, when required by the Practice Manager; and
- Contribute to the maintenance of the client booking and data systems.
- Maintain a small clinical caseload;
- Work cooperatively with the groups coordinator to ensure the development and implementation of a full and effective therapeutic groups program;
- Participate in the development, implementation and maintenance of a safe and healthy workplace and take reasonable care to ensure health and safety of staff and clients;
- Participate in the development, implementation and evaluation of change strategies and projects;
- Other duties as directed by the Practice Manager such as research and evaluation processes.

SELECTION CRITERIA

Essential:

1. Tertiary qualification in the field of Social Work, Social Science, Psychology, Counselling or related area and current registration with at least one of the following professional associations: Australian Psychological Society (APS), the Australian Association for Social Workers (AASW), Psychotherapy and Counselling Federation of Australia (PACFA) and Australian Counselling Association (ACA).
2. Demonstrated experience and skills in clinical supervision and reflective practice.
3. Ability to demonstrate a broad range of therapeutic interventions, in particular the use of systemic therapies, with relevant experience and skills, to deliver individual counselling, relationship counselling, family therapy, trauma approaches, working with children and young people, group work and educative programs.
4. Demonstrated understanding of the drivers, contributing factors, assessment and risk management relevant to family and domestic violence, and knowledge or experience in working with mental health issues, addictions, disabilities and the use of trauma informed practice .

5. Experience in working within a multidisciplinary teams and other stakeholder groups, with an ability to demonstrate a cooperative philosophy to facilitate a smooth process for clients who may require other services or supports.
6. Excellent computer skills and willingness to maintain records, data and client information.
7. Experience working with a wide range of clients from diverse backgrounds including Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse individuals and communities and LGBTIQ communities.

Special Requirements:

- Must provide current proof of registration for:
 - The NSW 'Working with Children' Check
 - The 'ACT Working with Vulnerable People' Check
- Current driver's licence.
- The position has responsibilities for services in the ACT and surrounding region/or the Riverina Murray Region so regular travel to the surrounding NSW areas is required.
- Capacity to work outside of normal business hours to support RACR services.
- Demonstrated understanding and alignment with RACR's mission, values and principles.
- Understand and embed restorative principles and reflective practice in their work and interaction with others.

CONTACT PERSON:

For further information please contact the Practice Manager, Therapeutic Services Deakin on 02 6122 7100 or email careers@racr.org.au .