



POSITION DESCRIPTION

Position Title	Wellbeing Counsellor
Reporting To	Wellbeing Services Manager

PURPOSE OF THE POSITION

The Wellbeing Counsellor position will be required to work as part of a responsive and dedicated multi-disciplinary team to provide multi-faceted holistic programs and services to Aboriginal people residing in the Shoalhaven Aboriginal Communities.

The Wellbeing Counsellor position will provide counselling support for Aboriginal and Torres Strait Islander people who have been effected by past trauma, dispossession, separation of families, ongoing social disadvantage, racism and other historical, social and emotional wellbeing issues. This position will assist in the process of healing for people affected by past removal policies and who have particular issues and unique needs with the aim of strengthening social and emotional wellbeing.

KEY RESPONSIBILITIES & DUTIES

- Provide crisis intervention, counselling and case management support for clients and their families and carers, using holistic approach
- Work proactively to improve understanding of social and emotional wellbeing, counselling interventions and culturally safe methods of working with the stolen generations and other Aboriginal clients
- Commitment to working within SCMSAC vision and values
- Ability to successfully coordinate the delivery of Health and Wellbeing programs and services
- Ability to communicate effectively and timely and a high level of interpersonal skills
- High level of integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information
- Strong community focus with compassion for the client group and ability to maintain unconditional positive regard for the clients
- Willingness to learn, undertake training and ongoing professional development
- Leadership and capacity for innovation, quality assurance and improvement

KEY PERFORMANCE AREAS

- Clients receive a high quality professional level of service, flexible and responsive to individual client needs
- Achieve the organisations targets for caseloads and completed client session as designated for the program
- Maintain appropriate client files, case notes and data as per organisational policies and procedures, legislative and funding required timeframes
- Adhere to evaluation, monitoring and improvement processes

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- Minimum Bachelor's degree in counselling or related field, or equivalent experience in related area of work
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven and Illawarra, and a demonstrated understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people
- Ability to manage time effectively and efficiently using personal and technical skills, including establishing priorities and meeting deadlines
- Demonstrated experience in the delivery of casework, case management and counselling services including relevant tertiary qualifications in community services relating to; Alcohol and other drug work, mental health and or social emotional wellbeing
- Ability to develop, implement and evaluate health related programs and community development strategies
- Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports, collect statistics and data, and develop presentations and promotional materials
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace
- Current NSW Driver's License and willingness to travel overnight in regional and interstate areas if required

Desirable

- Experience in providing evidence based psychosocial interventions in the field of substance use, mental health or social emotional wellbeing. i.e. Motivational Interviewing, Cognitive Behaviour Therapy, Narrative Therapy

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates, flexibility, initiative and ability to problem solve
- Excellent communication skills including written and verbal communication with the ability to exercise these skills with people at all levels
- High level of organisational ability, time and task management skills

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day-to-day requests for support and information from the Wellbeing Counsellor relating to the Wellbeing Services programs.

SCMSAC Executive Officer Health and Wellbeing	The Wellbeing Counsellor may receive guidance and direction from the Executive Officer Health & Wellbeing.
SCMSAC Health and Wellbeing Services Manager	The Health and Wellbeing Services Manager is the first point of contact for the overall direction of work, and provides support to the Wellbeing Counsellor.
SCMSAC Managers, Team Leaders and Employees	The Wellbeing Counsellor will also develop and maintain effective working relationships with Managers, Team Leaders and Employees to collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The Wellbeing Counsellor will develop and maintain strong links with external stakeholders including but not limited to funding bodies, government departments, service providers and Aboriginal communities in the Shoalhaven region.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*