



POSITION DESCRIPTION

Position Title	Child and Adolescent Counsellor
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PURPOSE OF THE POSITION

The Child and Adolescent Counsellor will be responsible for delivering culturally appropriate, evidence based counselling services and support to Aboriginal children, their families and carers in both individual and group based settings, as part of the Strong Foundations Program. The Child and Adolescent Counsellor will provide individual and group sessions, provide advocacy and referral where necessary, and provide advice to schools, educators and other health professional's appropriate mental health, behavioural and emotional support for Aboriginal Children.

The Strong Foundations- Program is an early intervention program that provides culturally inclusive, school based support and education to Aboriginal and Torres Strait Islander children aged 5-17 years and their families about mental health and wellbeing. The aim of the program is to raise awareness of mental health and improve the overall social emotional wellbeing of Aboriginal and Torres Strait Islander children.

KEY RESPONSIBILITIES & DUTIES

- Commitment to working within SCMSAC vision and values
- Provide quality case management, assessment, counselling and treatment services for Aboriginal children with emotional, behavioural and mental health problems at school
- Assist in the acquisition and development of appropriate resources, including training, which covers the range of issues relevant to Aboriginal Children and their families
- Provide support to the Strong Foundations program, including liaison with schools and community organisations, across schools, health and welfare services and other agencies
- Comply with Strong Foundations program protocols for referral, assessment and reporting
- Network and develop collaborative relationships with relevant government organisations and community agencies to build community capacity in order to successfully link children, young people and their families to support services
- Provide parenting programs, support and assistance to parents, guardians and carers in developing skills to care for their child
- Provide appropriate counselling, referral and support to children, young people and their families using a wide range of strategies including individual, group, family and community based interventions
- Implement agreed measures and participate in evaluation, research and data collection activities as required as an ongoing part of the daily work of delivery of programs and counselling
- Participate in strategies to disseminate the outcomes of the project including marketing the service to other agencies and communities within the region
- Maintain appropriate files and case notes in line with organisational policies and procedures to meet legislative and funding requirements as directed by managers

- Maintain computer based diary management system to enable effective and informed client bookings
- Assist with the provision of administrative duties
- Attend and participate professionally in team, section, SCMSAC staff meetings and other meetings and provide reports as and when required
- Represent SCMSAC with regard to child mental health issues on relevant committees, working groups and community groups as directed
- Ensure the quality of client service through participating in accreditation and quality improvement processes
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Undertake any other duties, consistent with skills and experience, as directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Service Delivery
- Data Collection and Reporting
- Client/Patient Care
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Assessment & WHS

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Relevant tertiary qualification (specific i.e. Psychology or counselling or equivalent experience)
- A comprehensive understanding of health issues impacting the lives of Aboriginal and Torres Strait islander people with a strong commitment to improving health outcomes
- Understanding of the development and impact of child emotional, behavioural and mental health problems in Aboriginal communities and the capacity to develop and implement programs and counselling techniques to address them
- Theoretical knowledge and demonstrated experience in delivering therapeutic services to children, young people, their families and carers
- Capacity to maintain detailed documentation regarding the outcome of client programs, write reports, collect statistics and data, and develop presentations and promotional materials
- Demonstrated computer skills, including the use of all Microsoft Office applications and client record and data management systems
- Clear Working with Children Check, National Police History Check and Working with Vulnerable People Registration
- Current Drivers Licence

Desirable

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven/ South Coast region

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
- Personal organisation skills including effective time management and ability to prioritise competing demands

RELATIONSHIPS

With	Purpose
CEO	The CEO may make day-to-day requests for support and information from the Child and Adolescent Counsellor relating to the Wellbeing Services programs.
Executive Officer - Wellbeing	The Child and Adolescent Counsellor may receive guidance and direction from the Executive Officer.
Team Leader - Psychology & Counselling	The Team Leader - Psychology & Counselling is the first point of contact for the overall direction of work, and provides support to the Child and Adolescent Counsellor.
Managers, Team Leaders and Employees	The Child and Adolescent 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, particularly Strong Foundations staff.
External Stakeholders	The Child and Adolescent 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.*