



POSITION DESCRIPTION

Position Title	Wellbeing Counsellor
Reporting to	Team Leader – Counselling and Therapeutic Services
Liaises with internally	All employees
Liaises with externally	Government and non- government agencies, clients, funding organisations, community.
Purpose of the position	The Wellbeing Counsellor position will provide evidence based and innovative therapeutic supports 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.
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Aboriginality* • Diploma of Counselling (minimum qualification) • A sound knowledge of Aboriginal/Torres Strait Islander communities and relevant organisations within the Shoalhaven. • A demonstrated understanding of the relevant health and wellbeing issues affecting Aboriginal/Torres Strait Islander communities. • 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. • Excellent organisational skills, with proven ability to prioritise within a multi-disciplinary team. • Demonstrated experience in the delivery of casework, case management and counselling services, relating to alcohol and other drug work, mental health and or social emotional wellbeing. • Ability to plan, deliver and evaluate community wellbeing programs and activities. • Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems and software. • Ability to write reports, collect statistics and data, and develop presentations and promotional materials.

Position Title	Wellbeing Counsellor
	<ul style="list-style-type: none"> • Current Working with Children Check, Working with Vulnerable People Registration and National Police Check. • Current NSW Driver's License and willingness to travel overnight in regional and interstate areas if required. • Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots.
Behaviours Required	<ol style="list-style-type: none"> 1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	<ol style="list-style-type: none"> 1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	<p>Day to Day / General</p> <ul style="list-style-type: none"> • Ensure all clients have a case plan implemented by week three of client episode. • Complete documented case reviews for all clients at six week intervals. • Maintain an up to date appointment book, ensuring all appointments for all client contacts are booked in and actioned as required. • Complete exit plans and case closures for all clients. • Enter case notes and upload relevant documents into the data management system within 48 hours of client contact. • Assist in the planning and facilitation of health related programs to improve community safety and wellbeing. • Support the planning, delivery and evaluation of annual Sorry Day activities.

Position Title	Wellbeing Counsellor
	<ul style="list-style-type: none"> • Maintain electronic records - ensuring all client documents are completed, and records are detailed and accurate, and comply with relevant legislation. • Completion of home visit risk assessments for all clients requiring home visits. • Completion of signed privacy statement and consent form for all clients. • Completion of client satisfaction forms at review intervals. • Attend all relevant meetings. Be punctual, prepared, and ready to participate. • Actively participate in monthly documented support and supervision sessions. • Participate in relevant annual performance reviews. • Other duties as reasonably requested by the CEO delegate. <p>Communication and Collaboration</p> <ul style="list-style-type: none"> • Maintain client confidentiality. • Communicate in a professional and respectful manner. • Report matters in line with SCMSAC's Notifiable Events Policy. • Participate in decision-making and joint problem solving. • Build positive partnerships, both internally and externally <p>Information Technology</p> <ul style="list-style-type: none"> • Utilise IT Systems and equipment in line with SCMSAC policy and procedure. • Collect and analyse data, specific to your role. <p>Continuous Quality Improvement</p> <ul style="list-style-type: none"> • Actively participate in organisational continuous quality improvement initiatives. • Actively participate in the implementation of outcomes from program quality audits. • Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role. <p>Child Safety</p> <ul style="list-style-type: none"> • Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure. • Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.

Position Title	Wellbeing Counsellor
	<p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Adhere to WHS obligations as outlined in our WHS Policies/Procedures. • Comply with relevant PPE requirements for your role. • Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**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.*

Employee Acceptance

I, _____, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

Name/Role	Signature	Date
Name/Role	Signature	Date