



POSITION DESCRIPTION

Position Title	Child and Adolescent Counsellor
Reporting to	Team Leader – Counselling and Therapeutic Services
Liaises with internally	All employees
Liaises with externally	Government organisations, clients, NGOs, private education, community organisations.
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, utilising a variety of therapeutic techniques.
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Relevant tertiary qualification (Psychology, Social Work, Counselling). • Understanding of the impact of child emotional, behavioural, wellbeing and 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. • Experience in maintaining detailed documentation, writing reports, collecting statistics, and developing presentations and promotional materials. • Demonstrated computer proficiency, including the use of all Microsoft Office applications and client record and data management systems. • Ability to effectively communicate with people from a variety of backgrounds. • Current Working with Children Check, National Police Check and Working with Vulnerable People Registration. • Current Drivers Licence. • 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. <p>Desirable Criteria</p>

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	<ul style="list-style-type: none"> • Aboriginality*. • Experience in play and art therapies.
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 that clients have a K5 (Outcome Measure) completed at the start and end of each episode. • Completion of episodes recorded appropriately with an initial and final outcome measure recorded. • Clients at risk of suicide are to be followed up within seven days of referral and reported appropriately. • Maintain an up to date appointment book, ensuring all appointments for all client contacts are booked in and actioned as required. • 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. • Ensure open and transparent communication with parent/carers is offered during all episodes of care and recorded appropriately. • Case notes to be entered into the database within 48 hours of all contacts. • Ensure client satisfaction documentation is completed at the review and exit. • Complete PMHC start and end episode clinical items for each new client. • Parent/Carer feedback forms completed after all episodes.

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	<ul style="list-style-type: none"> • Ensure the satisfaction forms are uploaded into client file within 48 hours of receipt. • Assist in the preparation of all reporting requirements. • Attend relevant team 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 directed by the CEO or 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. <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.

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	<ul style="list-style-type: none"> 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	Click to enter date Date
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