

Job Application Package



Counsellor

Clinic – Roe Street Northbridge

Fixed Term 12 months, Part-time (2-3 days per week dependant on successful applicant)

Thank you for your interest in this position.

If you require further information about the position please contact **Danja Locke Counselling Manager** on 08 9227 6177.

For more information about SHQ visit our website at www.SHQ.com.au

This job pack contains the following information:

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1. About

Our Counselling Unit is based in our premises on Roe Street in Northbridge. Primary counselling topics include counselling for unplanned pregnancy, sexual relationships, post-termination, STI's, sexual functioning, diverse sexuality, gender issues and past sexual abuse.

2. Job Details

Employment Status:	Part-time
Contract Duration:	12 month fixed term contract (with possibility of extension)
Hours:	2-3 days per week dependant on successful applicant

3. Benefits

Below are some of the benefits that we offer our employees at SHQ:

- Vibrant, casual and friendly working environment
- Flexible working hours
- Centrally located within the CBD
- 17.5% Annual Leave Loading
- Salary Packaging (up to the value of \$15,899/FBT year)
- Employee Assistance Program
- SHQ Internal Holidays

4. Application Information

Submitting Your Application

Please submit your completed application including:

- A cover letter introducing yourself and why you think you are suited to the role.
- A **resume** outlining:
 - Work experience, including key activities and achievements

- Details of education and professional training
- Names and contact details of two recent referees who are able to comment on your work performance.

Applications can be submitted via: SEEK: <http://seek.com.au>

Important Information

- **Closing date for applications is midday Monday 28th August 2017.**

SHQ is committed to sexual and reproductive health equality for Aboriginal and Torres Strait Islander people, and has developed a Reconciliation Action Plan to help close the gap in sexual and reproductive health outcomes between Aboriginal and non-Aboriginal Australians.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this position. Please note in your application if you wish to identify as Aboriginal and/or Torres Strait Islander.

POSITION DESCRIPTION

JOB TITLE: Counsellor
DEPARTMENT: Operations - Counselling
RESPONSIBLE TO: Counselling Manager
EMPLOYMENT STATUS: Part time
HOURS: 30 – 45 hours per fortnight

JOB PURPOSE:

To provide counselling to individuals, couples and families who are dealing with issues that affect their health and well-being in line with SHQ's philosophy and values. This position of trust demands the highest levels of professionalism, ethical behaviour and an awareness of multiple factors which will influence individual client response.

CRITICAL OBJECTIVES	MEASURES
Provide and evaluate short to medium term counselling to individuals, couples and groups.	<ul style="list-style-type: none"> • Management Assessment • Client Feedback • Peer Feedback • Audit processes
Establish a relationship of trust and respect with clients	<ul style="list-style-type: none"> • Management Assessment • Client Feedback
Guide clients in the development of skills and strategies for dealing with their problems.	<ul style="list-style-type: none"> • Management Assessment • Client Feedback
Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.	<ul style="list-style-type: none"> • Management Assessment • Client Feedback
Develop and implement treatment plans based on clinical experience and knowledge.	<ul style="list-style-type: none"> • Management Assessment • Client Feedback
Prepare and maintain all required treatment records and reports.	<ul style="list-style-type: none"> • Management Assessment • Audit Processes • Client records
Refer patients, clients, or family members to community resources or specialists as necessary.	<ul style="list-style-type: none"> • Management Assessment • Client Feedback
Promote the philosophy and aims of SHQ with health, education and welfare organisations and personnel.	<ul style="list-style-type: none"> • Attendance • Management Assessment • Stakeholder feedback
Comply with organisational policies and procedures.	<ul style="list-style-type: none"> • Management assessment
Participate in research activities as directed.	<ul style="list-style-type: none"> • Management assessment. • Documentation • Peer Assessment • Stakeholder feedback
Maintain a safe work environment.	<ul style="list-style-type: none"> • Peer assessment • Management assessment • WHS reports
Maintain confidentiality of records relating to clients' treatment	<ul style="list-style-type: none"> • Manager assessment
All records created and received are saved and maintained accurately in SHQ approved systems and formats.	<ul style="list-style-type: none"> • System Audit • Management Feedback

SELECTION CRITERIA

ESSENTIAL:

- Sound knowledge of sexual and reproductive health.
- Minimum of 3 years supervised counselling experience.

- Knowledge of and ability to draw on a variety of theoretical frameworks in counselling (as counsellors frequently use a number of different approaches, no specific model of counselling or therapy approach is preferred)
- Ability to manage the counselling process (reviewing progress, planning future sessions, knowing when and how to end the counselling relationship).
- Ability to access accurate information and referrals.
- Thorough knowledge of human sexuality and sexual functioning, including an understanding of cultural differences and individual personal values, attitudes, and beliefs
- Ability to recognise and respect personal and professional limitations, and the role of counselling within SHQ.
- Demonstrated skilled approach to working with a range of community clients, including CALD, indigenous community, mental health issues, family violence issues and individuals at risk.
- A commitment to exploration of the counsellor's process in the counselling relationship.
- A commitment to attending regular supervision and to consult with peers and other professionals.
- Able to communicate effectively with a diverse range of people, to develop and maintain professional relationships, and share ideas successfully, including reporting succinctly and accurately. Able also to de-escalate strong negative emotion when necessary.
- Good computer skills.
- Excellent interpersonal skills and the ability to develop strong working relationships
- Ability to work autonomously as well as part of a team.
- Adaptable and open to new ideas.
- A commitment to ongoing personal and professional development.
- Commitment to the philosophy and objectives of SHQ.

Other Requirements

- A National Police Clearance and Working with Children Check are a requirement for this position.
- Current unrestricted Australian drivers licence and ability to work across sites in the Metropolitan area.