

Position Description

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| Position Title | Counsellor |
| Department | Support & Case Management |
| Program | Various |
| Location | Devonport |
| Classification | Level 4 |

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to serve
- In it together
- People matter
- Looking forward

Position Summary

The client services provided in Early Intervention Services are primarily focussed on working with individuals, children and families in response to any type of relationship or life issue and to improve their mental health and/or personal health & wellbeing.

The primary purpose of this position is to provide counselling in a range of programs. This position will require some travel across the North and North West.

Key Areas of Responsibility

- Provision of professional and appropriate relationship counselling to individuals, families, couples and children
- Provision of therapeutic services to individuals
- Provision of Employee Assistance Services as required
- Delivery of some community education and group work as required
- Completion of required administrative work associated with client sessions, including maintaining accurate client data and files and working within RA Tas' fee policy
- Represent Relationships Australia Tasmania at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

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| Manager | Manager Support & Case Management (North-North West) |
| Direct Report(s) | Nil |
| Other(s) | RA Tas clients, external organisation stakeholders, other counsellors and practitioners |

Extent of Authority

The Counsellor informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Degree in Social Work, Psychology or equivalent tertiary qualifications that are recognised to deliver therapeutic counselling services in accordance with agency requirements
2. Demonstrated understanding of the impacts of complex trauma
3. Knowledge and understanding of counselling theory and practice, couple and family dynamics and the psychological development of relationships
4. Ability to communicate and engage with clients therapeutically and to assist clients with a broad range of intellectual abilities, motivational levels, and health profiles, and from a range of socio-economic backgrounds
5. Demonstrated experience in providing a broad range of counselling services, including working therapeutically with couples, families and children
6. Ability to maintain professional independence whilst also participating in a small multi-disciplinary team
7. Capacity to reflect on own practice, with supervisor, peers and self
8. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

1. Current drivers' licence
2. Computer literacy

Special Requirements

- Appointment to this position will be subject to a current and satisfactory National Police Check and Working with Vulnerable People Registration
- Some intrastate and interstate travel may be required in the position

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

Approval

Michael Kelly
CEO

May 2021

Ideally, a Position Description should be reviewed annually and updated as often as necessary.