



Position Description

Position Title	Counsellor / Groupwork Facilitator
Department	Organisational Development
Program	Women's Support Service
Location	South / North
Classification	Level 4 (of Relationships Australia Tasmania Employee Agreement 2015)

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 believe that we should be:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

Position Summary

The client services provided in the Women's Support Service are primarily focused on working with adult women to improve their personal health and wellbeing.

The primary purpose of this position is to provide individual counselling and group-based workshops for more vulnerable Tasmanian women to improve their engagement in the community and employment opportunities, as well as supporting better management of any barriers.

Key Areas of Responsibility

- Provide professional and appropriate individual counselling and group-based workshops
- Work collaboratively with other agencies to deliver support to individuals to increase engagement and to overcome barriers
- Proactively work to meet agreed service targets and reporting requirements
- Delivery of community education and group work
- 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

Manager	Manager – Quality & Innovation
Direct Report(s)	Nil
Other(s)	RA Tas clients, external organisation stakeholders, other practitioners and RA Tas staff

Extent of Authority

The counsellor / workshop facilitator 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 experience in providing counselling and case management services for adult women and for those who may be impacted by a range of vulnerabilities
3. Demonstrated experience or knowledge of groupwork processes and delivery
4. Demonstrated understanding of the impacts of gender equity issues and sensitivity to the needs of women and barriers to their community engagement
5. Knowledge and understanding of counselling theory and practice, including trauma-informed practice and the psychological development of vulnerabilities
6. Demonstrated high level communication and engagement skills dealing with a broad range of stakeholders
7. Ability to maintain professional independence whilst also participating in a small multi-disciplinary team
8. Capacity to reflect on own practice, with supervisor, peers and self
9. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

1. Current drivers licence

Special Requirements

- The Tasmanian Government has issued a Public Health Direction in relation to people working in health care settings. As such this role requires the successful candidate to be compliant with the direction either by being vaccinated against COVID-19, or to possess a medical exemption from vaccination.
- Appointment to this position will be subject to a current and satisfactory National / International Police Check and Working with Children Registration
- Some intrastate and interstate travel may be required in this 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

November 2021