



## Position Description

|                      |                     |
|----------------------|---------------------|
| Position Title       | Counsellor          |
| Department           | Family Law Services |
| Program              | CCS/POP             |
| Location             | Launceston          |
| Classification Level | 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

Relationships Australia (Tasmania) provides alternatives to formal legal processes for families who are separated, separating or in dispute to improve their relationships. Family Law Services have a particular role to help families with complex needs.

The role of counsellor in Family Law Services is primarily focussed on delivering specialist services for children and young people aged 5-18 years, who have been impacted by family separation. This program provides a safe space for children and young people to express their thoughts and feelings associated with their parent and/or caregiver's separation, and assists children and young people to deal with a range of issues within the context of their family, and to manage and enhance their relationships during and after the separation.



## Key Areas of Responsibility

- Provision of professional and appropriate counselling to children and young people
- Provision of therapeutic services to individuals
- 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

|                  |   |
|------------------|---|
| Supervisor       | Manager – Family & Community Services, 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 experience in providing a broad range of counselling services
3. Knowledge and understanding of counselling theory and practice.
4. Knowledge and experience relating to the impacts of family separation on children and young people.
5. Ability to communicate and engage with children and young people 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
6. Ability to maintain professional independence whilst also participating in a small multi-disciplinary team
7. Experience working therapeutically with children and young people
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

10. Experience working with children and young people experiencing family separation
11. Current drivers' licence
12. Computer literacy

## 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
- Appointment to this position will be subject to a current 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

March 2022

