

JOB DESCRIPTION

TITLE OF POSITION	Counsellor / Facilitator
CLASSIFICATION LEVEL	LC Level 5
PROGRAM	St Paul's Lutheran Primary School

OVERVIEW

Lutheran Care provides community services in South Australia and Northern Territory through a range of programs. We support communities through responding to the needs of individuals and families, community development, learning opportunities, accommodation and disability support. Current programs include emergency relief, financial counselling, family support and education, foster care, homelessness and housing and, NDIS disability services. Lutheran Care is committed to reducing barriers encouraging inclusion and participation in the community of people all ages, genders, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI), culturally and Linguistically Diverse (CALD) backgrounds and those with a disability.

This position is located at the St Pauls Lutheran Primary School and is part of the counselling services offered by Lutheran Care. This service is available to children who attend the school and have been referred to the service through the school leadership.

ROLE SUMMARY

The aims of this role are to provide a range of counselling and support for children, through individual counselling. This role will also provide facilitation and community education sessions to the families at the school.

REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Counsellor / Facilitator reports to the Team Leader - Families and Relationships.

SPECIAL CONDITIONS

Any offer of employment is subject to;

- SA based positions require a current Department of Human Services Working With Children Check
- NT based positions require a satisfactory National Criminal History Record Check (NCHRC) and a current Ochre Card
- Further conditions of employment are as follows:
- Have a current Safe Environments for Children & Young People certificate
- Hold a current South Australian Driver's Licence
- Possess a registered roadworthy vehicle available for work use (employees reimbursed for work travel).
- National Police Check

CORE BEHAVIOURS/ RESPONSIBILITIES

ROLE:	LCC STAFF RESPONSIBILITIES AND DUTIES:
Lutheran Care Culture	<ul style="list-style-type: none"> • Model ethical behaviour and practice, consistent with the ethos of LC as outlined in the Code of Conduct. • A strong commitment to our values of ‘Social Justice, Compassion, Inclusion and Commitment’. • Adhere to and support LC’s policies and procedures. • Respect and value the organisation, its clients and its workers • Comply with Professional Codes of Conduct
Teamwork	<ul style="list-style-type: none"> • Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner. • Support Lutheran Care’s senior management team’s decisions and ensure that instructions are carried out. • Alert the program manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s). • Attend and actively participate in regular team meetings and forums as required. • Report to the supervisor as required.
Work Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within your team environment. • Perform risk assessments for external training venues to ensure participant safety and wellbeing. • Promote and adhere to LC’s Work Health and Safety guidelines.
Resource Management Use when relevant	<ul style="list-style-type: none"> • Maintain records of activities for accountability purposes including data entry as required, using the organisations Client Record Management systems • Manage resources and risks efficiently and effectively. • Work within established or negotiated financial and time constraints.
Continuous Improvement	<ul style="list-style-type: none"> • Contribute to the delivery of high quality services. • Understand and support continuous quality improvement in Lutheran Care.

CORE BEHAVIOURS/ RESPONSIBILITIES

ROLE:	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE:
Reporting and Administration	<ul style="list-style-type: none"> • Accurately enter data into the CDS Community Data Solutions System in "real time" to support the service in achieving Key Performance Indicators. • Complete comprehensive, professional counselling notes finalised within allocated timeframes on the relevant database/s. • Meet deadlines for all required reporting and data entry. • Ensure and maintain confidentiality for all participants. • Write and openly contribute to team reporting requirements as required.
Client Services	<ul style="list-style-type: none"> • Work within FRS/SFVS team offering both restorative (counselling) and early intervention (educative) approaches in accordance with the policies and practices of Lutheran Care. • Provide trauma and stage developmentally informed services which are culturally responsive and address complex relational and social issues in relation to the needs the children. • Maintain appropriate case records, reports and statistical data and comply with procedures and policies including data entry, assessment and evaluation of Lutheran Care. • Refer children to other agencies or professionals from time to time as required, with involvement from families and school leadership. • In consultation with the Team Leader Families and Relationships, develop opportunities and deliver parent education groups/session with a view to increasing capacities of communities. • Provide therapeutic counselling service to children • Regularly complete assessments and monitor and review counselling session plans with participants. • Meet regularly with participants and address relevant issues as they arise. • Undertake risk assessment and safety plan for individuals accessing counselling service • Ensure that service delivery meets the standards and guidelines of Lutheran Care • Obtain participant feedback and aspirations to inform service delivery and evaluation

<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> • Attend meetings with school leadership to provide a collaborative approach to supporting the children accessing the service • Provide updates each term to school leadership and Lutheran Care which will include demographic information and emerging trends
<p>Strategic Management</p>	<ul style="list-style-type: none"> • Support internal and external strategic projects to meet objectives and timeframes, including legislative and contractual requirements. • Support and engage in initiatives for improving organisational service delivery practices. • Identify information requirements to support service delivery planning and management and performance reporting. • Contribute to all aspects of business planning including providing advice and support to improve current and future service provision
<p>Communication</p>	<ul style="list-style-type: none"> • Identify and develop key strategic relationship networks to achieve goals and improve outcomes for clients and service delivery methods • Communicate with the team to share best practice and resources. • Communicate effectively and respectfully to engage and establish rapport with participants and team members. • Share information and resources openly across own team and the broader LC team • Active participation in a team by contributing to collaborative working relationships, team initiatives and professional development. • Promote, facilitate and model positive collaboration between own team, broader LC teams, external agencies and across sectors. • Identify service gaps, waitlists and unmet needs and report to line manager

SELECTION CRITERIA

ESSENTIAL QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES

- A tertiary qualification in social, behavioural or educational sciences e.g. counselling, social work, psychology.
- Eligible for membership with a professional body, such as PACFA (Provisional or Clinical) or equivalent.
- Significant experience in relationship and family counselling with a specific focus on children.
- Experience working with children/ adolescents (ages 5 – 18) and their families in either a clinical or school setting.
- Demonstrated ability to assess, evaluate and develop own clinical work ensuring consideration of quality assurance.
- Demonstrated ability to work in a trauma-informed manner with people who have experienced complex trauma
- Commitment to child inclusive practice.
- Experience working with people from diverse backgrounds, including Culturally and Linguistically Diverse (CALD) and Indigenous people.
- An understanding of adult learning and group facilitation skills and an understanding of community development.
- Good problem solving and negotiation skills.
- Knowledge of:
 - child development and family process
 - family law, family violence, child protection, suicide issues relevant community services.
- Demonstrated ability to work with minimal professional direction, to be flexible and adapt to changing work demands.
- Excellent time management skills.
- Demonstrated experience and training in student or children’s counselling, including an understanding of the impact of family violence on women, children, men and family functioning.
- Demonstrated experience in exercising considerable initiative, discretion and professional judgement and accept personal responsibility within the full scope of the role.
- Proven ability to work as a member of a team, fostering the confidence and co-operation of others and providing leadership where necessary.
- Ability to effectively engage/explore cultural/religious factors in the context of therapeutic counselling, as required
- Demonstrated ability to network effectively and work collaboratively with other organisations to build referral pathways
- Ability to prioritise a diverse workload to meet deadlines.
- Ability to work in a multidisciplinary team.
- Demonstrated ability to network effectively and work collaboratively with other organisations to build referral pathways

ATTRIBUTES THAT ARE DESIRABLE, BUT NOT ESSENTIAL

- Proficiency in a second language relevant to the target group.
- Experience working within the context of a not-for-profit organisation.
- Experience working with local communities.
- Certificate IV Training and Assessment
- Proficient research skills.

ACKNOWLEDGEMENT:

I have received, reviewed and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Staff will be consulted over major changes to their position descriptions, however, duties and responsibilities may vary from time to time to maintain "Best Practice" standards of service delivery. You may be assigned other duties as reasonably requested within your level of skills and qualifications.

Employee: _____

Witness: _____

Date: _____