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| **Position Title & Level/Grade:** | **Bushfire Response Counsellors**  (Psychologists, Social Workers and Counsellors)  SFC Rates CatholicCare Enterprise Agreement | | | **Department:** | | CatholicCare Counselling and Therapy Services | |
| **Reports to:** | Counselling and Therapy Services Manager | | | **Supervises:** | | Nil | |
| **Internal Liaisons:** | The clinician is part of the broader integrated counselling team within CatholicCare.  The team consists of various allied health staff including; psychologists, social workers, speech pathologists and counsellors. | | | **External Liaisons:** | | The clinician will liaise and communicate with external stakeholders including regional mental health treatment teams, GP’s and psychiatrists. | |
| **Position Objective** | | The role involves providing high quality therapeutic services to individuals and families who have been affected by the recent bushfires across NSW. Duties include providing assessment, treatment and evidence-based, trauma informed counselling services to individuals and families affected by the 2019-2020 bushfires.  The role includes working across office sites and travel to various in-reach external locations in the region to deliver counselling services, psychoeducation workshops and run groups where support is required. This includes participating in mobile bus outreach service with other support services.  The role requires you to undertake some administrative tasks including maintaining counselling records, writing relevant reports, data entry, ensuring treatment plans are followed and other associated tasks. | | | | | |
| **Key Responsibilities** | | **Provide a quality psychological intervention service**  Clinicians are responsible for providing appropriate treatments for individuals and families seeking counselling intervention including:   * Working within an evidence-based, trauma informed intervention framework * Conducting comprehensive assessments according to service requirements and sector guidelines, including risk assessments where appropriate * Providing information regarding referrals to appropriate community and clinical supports * Providing feedback and follow-up to each referring party * Ensuring sessions are delivered in a safe, responsive and timely manner within the local community or via a telehealth platform * Ensuring all activities are delivered in line with relevant Professional Guidelines and the CatholicCare Code of Ethics. * Delivering a mix of both face to face and telehealth counselling sessions to individuals and families * Completion of pre and post outcome measurement tools to measure recovery rates   Due to the current COVID-19 situation, this position will begin with clinicians providing telehealth services to clients. As the situation changes, CatholicCare will continue to monitor and keep up to date with the safest and best practices in order to provide the best care to clients and services will be delivered accordingly.  **Travel**  Dependent on the physical location of the clinician, the role may require travel to areas affected by the 2019-2020 bushfire across regional NSW. Travel will be negotiated, and carried out in accordance with CatholicCare’s interstate travel policy and relevant procedures.  **Administration**  Clinicians will be responsible for maintaining client records and data entry in line with Professional Guidelines and program policy including:   * Informing each client of the limitations of confidentiality and obligations under the Child Protection, Privacy Act and Duty of Care. Being a mandated professional, clinicians must adhere to related policies and legislation. * Maintaining timely and accurate case notes, letters, records and statistics. Client records should be completed within 24 hours of the contact. * Records must be maintained for every interaction related to the client and intervention, including phone calls, correspondence and other documents. * The Clinician will maintain professional communication and provide timely response to all stakeholders, including written updates to referrers in line with program policy. * Complete online timesheets on a fortnightly basis and complete any other required documentation as requested (e.g. travel allowance forms)   **Supervision and Professional Development**  Clinicians are supported to participate in supervision and ongoing professional development training including:   * Attending, organising and carrying out professional supervision and training in accordance with the relevant policies and procedures. * Maintaining professional registration with the relevant body (eg, AHPRA, AASW or ACA/PACFA)   **Team Meetings**  The Clinician will participate in team meetings as required. This may include attending face to face and online, as well as participating in planning days and conferences. | | | | | |
| **Key Selection Criteria** | | | | | | | |
| All applicants must be able to demonstrate:   * Full registration including one of the following;   1) Registration with APHRA as a psychologist, both generally registered psychologists and clinical psychologists; Provisional psychologists are eligible to work in certain programs  2) Mental Health accredited Social Workers eligible for AASW membership;  3) trained counsellors with registration with ACA or PACFA  4) Mental health accredited Occupational Therapist  5) Mental health Nurse   * Demonstrated understanding of the impact of trauma and grief on mental health and community wellbeing following a natural disaster * Demonstrated skills and experience working within a trauma informed model of therapeutic intervention * Demonstrated skills and experience in working in a therapeutic role (both face to face and via telehealth) * Commitment to and proficiency delivering evidence-based practice * Excellent interpersonal, verbal and written communication skills * Excellent time management skills * Ability to travel (to be negotiated) | | | | | | | |
| **Experience & Knowledge** | | | * Knowledge and understanding of the key issues facing individuals, couples and families who have been impacted by a natural disaster * Understanding of psychological practices and evidence-based interventions. * Experience working with vulnerable and marginalised people. * Understanding of person-centred principles. * Mandatory reporting skills * Knowledge of related standards, laws, legislation, regulations and codes. * Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation. * Understanding of Quality Assurance Standards. * A minimum 2 years experience in the sector is desirable | | **Attributes** | | * Ability to self-reflect and monitor own performance. * Having knowledge and confidence in self. * Ability to articulate own ideas and vision. * Taking responsibility for delivering a quality service. * Working ethically. * Being punctual and meeting deadlines. * Empathetic. * Emotional Intelligence. * Enthusiastic and positive. * Ability to work under pressure. * Demonstrating resilience. * Commitment to Human Dignity and Social Equity. |
| **Employee Declaration** | | | | | | | |
| I have read this document and agree to undertake the duties and responsibilities as listed above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. | | | | | | | |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |