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| **Position Title & Level/Grade:** | NDIS Counsellor (Psychologists, mental health endorsed Social Workers and Occupational therapists)SFC Rates CatholicCare Enterprise Agreement | **Department:** | Allied Health Services |
| **Reports to:** | Allied Health Services Manager | **Supervises:** | No staff |
| **Internal Liaisons:** | The counsellor is part of the broader integrated counselling team at CatholicCare. The team consists of various allied health staff including; psychologists, social workers, speech pathologists and counsellors.  | **External Liaisons:** | The clinician may need to liaise and communicate with external stakeholders including a treating team such as GP’s and psychiatrists.  |
| **Position Objective** |  The role involves providing high quality clinical services to vulnerable and disadvantaged people within the community. Working within the NDIS program and at times providing therapeutic intervention within the Better Access counselling program. Your duties include assessment, treatment and evidence-based counselling across the lifespan with a wide range of presentations. You will complete administrative tasks including maintaining clinical records, writing relevant reports, data entry, ensuring service agreements are followed and other associated tasks.  |
| **Key Responsibilities** | **Provide a quality psychological intervention service**Clinicians are responsible for providing appropriate treatments for clients seeking counselling intervention including: * At the first session, you are required to inform the client of the limitations of confidentiality and our obligations under the Child Protection and Privacy Acts. Being a mandated person, you must adhere to any policy or legislation regarding this.
* Conduct comprehensive assessments according to service processes/requirements and sector guidelines. Provide information regarding a more relevant service when inappropriate referrals are received.
* Provide feedback and follow up to referring party.
* Be prepared for all sessions, including resources required.
* Use evidence-based interventions which are person centred and comply with various contract requirements.
* At times, may be required to respond to critical incidents and provide onsite EAP counselling sessions
* Ensure sessions are provided in line with any professional and CatholicCare Code of Ethics and Conduct.
* Offer 6 client sessions per working day, or equivalent of 6 billable hours per day.
* Completion of outcome measurement tools

**Administration**Clinicians will be responsible for maintaining client records and data entry as per program policy and within policy timeframes including: * Timely and accurate completion of documentation, records and statistics is a key KPI. Client records should be completed within 24 hours of the contact. These are to be completed within the provisions of the Privacy Act.
* A case note must be made for every interaction regarding the case, including any correspondence, e-mails and other documents. Case notes must be factual, relevant and adhere to any CatholicCare process or practice.
* Completion of support letter and reports may be required.
* The Clinician will maintain professional communication and provide timely response to all stakeholders, including written updates to referrers in line with program policy.
* Complete timesheets on a fortnightly basis. Where pay dates fall during a holiday period, have these completed prior to commencement of break and complete any other required documentation as requested by Program Manager or stipulated in policy and procedure (e.g. travel allowance forms, leave forms, time in lieu requests).

**Supervision and Professional Development**Clinicians are supported to participate in supervision and ongoing professional development training including: * Attend, organise and carry out professional supervision and training as appropriate and in accordance with the relevant policies and procedures. Supervision will be funded for at a pro-rata rate according to clinician work hours.
* It is the staff members responsibility to manage their PD requirements including attending core training required by the agency and relevant contracts.
* Policies in these areas are to be followed.
* Maintain professional registration with the relevant body (eg, AHPRA)
* Clinicians may be required to provide supervision across the agency dependant on their level of skill and experience.

**Team Meetings**The Clinician will participate and contribute towards team meetings as directed. This includes being on time and coming prepared to meetings. |
| **Key Selection Criteria** |
| * **Full registration** including one of the following; 1) Registration with APHRA as a psychologist, provisional, registered psychologists and clinical psychologists; 2) Accredited Mental Health Social Workers, registered with AASW 3) Mental Health endorsed Occupational Therapist.
* Demonstrated skills and experience working with children, adolescents and/or adults.
* Commitment to and proficiency delivering evidence-based practice.
* Good verbal and written communication skills, and time management skills

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| **Experience & Knowledge** | * Knowledge and understanding of the key issues facing individuals, couples and families who are experiencing a range of challenges including mental illness.
* 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, awards regulations and codes.
* Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation.
* Understanding of Quality Assurance Standards, protocols and implementation.
* Knowledge & understanding of NDIS/disability
 | **Attributes** | * Evaluating and monitoring own performance.
* Having knowledge and confidence in own ideas and vision.
* Articulating own ideas and vision.
* Taking responsibility.
* Working ethically.
* Being punctual and meeting deadlines.
* Empathetic.
* Emotional Intelligence.
* Enthusiastic and positive.
* Ability to work under pressure.
* Demonstrating resilience.
* Commitment to Social Equity.
* Sense of humour.
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| **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** |  |