

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Bravehearts Clinician SEQ</b>
<b>Location:</b>	Various
<b>Employer:</b>	Bravehearts
<b>Terms:</b>	Full time/part time
<b>Reports to:</b>	National Therapeutic Services Manager through Team Leader
<b>Award:</b>	SCHC&DS 2010 Level 5



### **Our Vision**

To make Australia the safest place in the world to raise a child.

### **Mission Statement**

Our Mission is to prevent child sexual assault in our society.

### **Guiding Principles**

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

### **PURPOSE OF POSITION:**

To provide counselling to children, young people, adults and their families who have experienced, or may be at risk of, child sexual assault, while working within an established framework based on the knowledge of best practice principles. Practitioners are responsible for ensuring the delivery of their counselling is consistently of the highest standard. Other duties of the role include administration associated with processing counselling service receipts, telephone crisis counselling, undertaking psychological assessments, maintaining case notes, delivering training and undertaking regular supervision.

### **Remuneration range**

SCHC&DS Industry Award 2010 Level 5

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Key areas of responsibility**

It is Bravehearts policy that Clinicians have a balanced workload in the Therapeutic Services Department, as directed by the National Manager Therapeutic Services. Bravehearts encourages diversity within work roles and for this reason Clinicians often work in varied work roles across counselling including intake, group work, telephone counselling and training.

#### *Key Areas of Responsibility;*

- Provide professional counselling to children, young people, adults and their non-offending families members.
- Conduct assessments with clients throughout the therapeutic process including at the beginning and completion of therapy.
- Maintain accurate and timely recordings of sessions through case notes.
- Compile concise and professional reports when required to external bodies, such as the Department of Child Safety, Police, and Family Law Court.
- Attend regular supervision and counselling meetings.
- Work as a team to expand and continuously improve concept and service delivery.
- Attendance at conferences/meetings/Bravehearts functions with approval from the National Therapeutic Services Manager.
- Ensure effective communication to clients and work colleagues.
- Meet the annual continued professional development requirements of the relevant professional body to maintain registration.
- Meet Key Performance Indicators.
- Assist the Counselling department with other duties, as required, to maintain a healthy and harmonious working environment.
- Participate in bi annual Planning and Support Sessions
- Participate in professional self-care activities
- Work as part of a team to attain Bravehearts mission.
- Work outside core hours on occasions to ensure delivery of client programs, in consultation with the team leader.

*Key Performance Indicators;*

- Clinicians are required to:
  - Maintain a minimum caseload of 18 counselling and intake sessions.
  - Maintain a 75% attendance rate.
  - Keep up to date case plan for each client.
  - Undertake standardized questionnaires with their clients and enter into the Service Record System in a timely fashion.
  - Complete case notes and payments by close of business on the day of the client's session.
  - All staff are required to maintain their Outlook Diary to reflect their client appointments.
  - All staff are required to keep client profiles on the Service Record System up to date.

**PERSONAL SPECIFICATIONS:**

**Qualifications/Experience:**

- A tertiary qualification in counselling, psychology, social work or a related field is essential.
- Eligible for a Medicare Provider Number and Mental Health Accreditation.
- Registration and/or membership with governing body of profession (Psychologists Registration Board of Queensland, Australian Counselling Association, the Australian Association of Social Work, or Queensland Counselling Association) is essential.
- Experience in providing trauma counselling is preferred.
- A minimum of 2 years' experience in counselling is preferable.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices preferable.

**Personal Qualities:**

- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for individuals.
- High levels of verbal and written communication, as well as well-defined negotiation and mediation skills are essential.
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers.
- Principles of social justice will underpin the appointee's practice.
- Must undergo a Working With Children Check (process as per their particular State) and a National Police Certificate.

**Skills and Abilities:**

- Proficient level of counselling skills, including individual, family and group therapy.
- A sound understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level.
- Excellent written and verbal communication.
- An understanding of child protection legislation relevant to service delivery.
- Ability to work well within a team environment.
- Exceptional organisational skills.
- Intermediate use of Microsoft office suite and keyboard skills.

I, \_\_\_\_\_ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I have read, agree and understand my position description. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_