

POSITION DESCRIPTION

Position Title: Intake Officer
Social, Community, Home Care and Disability Services
Industry Award 2010 Level: 4

Location: South East Queensland

Employer: Bravehearts

Terms: Permanent

Reports to: Therapeutic Services Manager



Our Vision

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

Mission Statement

Our Mission is to stop 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.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The Intake Officer is Bravehearts frontline service and the first point of contact for the Therapeutic Services Team.

The Intake Officer triages all referrals to the Therapeutic Team and ensures that all relevant paperwork is completed and submitted prior to the client's first intake session with the counselling team.

PRIMARY DUTIES AND RESPONSIBILITIES:

The role will have particular responsibility in the following areas:

- To work as a member of the therapeutic team supporting clients to complete relevant paperwork prior to their initial sessions with the counselling team;
- Completing an initial assessment to inform the allocation process;
- Assessing level of risk for callers with a strong focus on identifying any child protection concerns and/or suicide risk;
- Reporting information about callers and their level of risk to relevant authorities e.g. Child Protection authorities, Health professionals, Police (as per Bravehearts Child Protection and Mandatory Reporting policies);
- Entering client information into the Bravehearts Service Register System (SRS);
- Monitoring and maintaining the wait list for each Therapeutic Service outlet (3 in total) and offering alternative services to clients who no longer want to remain on the wait list;
- Maintain accurate and timely recordings of caller phone contact (including statistics);
- Attend regular supervision;
- Attendance at conferences/meetings/Bravehearts functions – as requested;
- Meet and where possible exceed agreed personal Key Performance Indicators;
- Participates in self-care activities;
- Work as part of a team to continuously improve service delivery and to attain Bravehearts mission; and
- Complete subpoena documents.

Personal Specifications:

Qualifications/Experience:

- A completed University level graduate qualification in Psychology, Counselling or Social Work or a related field is essential. Diploma level qualifications or less will not be considered.
- Eligible for registration and/or membership with governing body of profession (Psychologist Registration Board of Queensland, Australian Counselling Association, Australian Association of Social Workers, Australian Psychological Association).
- Experience in, and ability to effectively communicate therapeutically with callers who may present in a heightened emotional state.
- Ability to communicate effectively (written and oral).
- Ability to plan and manage time effectively.
- An understanding of the issues of people impacted by child sexual assault.
- An understanding of working within a mandatory reporting practice.
- If interested in further counselling career at Bravehearts, a willingness to procure a Medicare Provider Number/Mental Health Accreditation.

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.
- 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 have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate.
- Candidates must possess a drivers licence and willingness to travel (if required within role).

Skills and Abilities:

- Telephone counselling skills.
- A sound understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level.
- Excellent written and verbal communication.
- 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 will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____