

## POSITION DESCRIPTION



<b>Position Title:</b>	<b>Clinician – The Courage Project</b>
<b>Location:</b>	Mackay (inclusive Isaac and Whitsunday Region)
<b>Employer:</b>	Bravehearts
<b>Terms:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 5
<b>Reports to:</b>	Practice Manager – The Courage Project

**The Courage Project** is a collaboration between Bravehearts and Mackay Women's Services (MWS) to provide a trauma informed mental health service for children under 14 years old who have and/or are experiencing physical and/or sexual abuse/assault and at risk of self-harm in the Mackay, Whitsunday and Isaac area. The Courage Project brings together over 45 years of collective experience protecting children and young people.

### **Purpose of Position:**

To provide trauma-informed mental health services for children under 14 years old who have experienced physical and/or sexual abuse and/or assault; and are at risk of self-harm; in the Mackay, Whitsunday and Isaac area. Clinicians are responsible for ensuring the delivery of their counselling and practice is consistently of the highest standard. Other duties of the role include administration associated with face to face counselling, telephone and/or online counselling, undertaking psychological and other assessments, maintaining case notes, delivering training and participating in regular supervision.

### **Primary Duties and Responsibilities:**

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

Provide professional counselling to children and young people within the framework of and with support to their non-offending family members.

- Conduct assessments with clients throughout the therapeutic process including at the beginning and completion of therapy.
- Travel as required to deliver services to the Isaac and Whitsunday regions.
- Maintain accurate and timely records of sessions through the client database (SRS)
- Compile concise and professional reports when required internally as well as to external bodies, such as the NQPHN, Department of Child Safety Youth & Women, Police, and Family Law Court.
- Attend regular supervision meetings.
- Work as part of a team to expand and continuously improve concept and service delivery.
- Provide input into training materials and resources as well as participate in training delivery where appropriate.
- Attendance at conferences/meetings/Bravehearts and MWS functions with approval from the Director of Therapeutic and Support Services.
- 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 Courage Project team with other duties, as required, to maintain a healthy and harmonious working environment.
- Participate in the Performance Planning process as set out by Bravehearts and MWS.
- Participate in professional self-care activities
- Work outside core hours on occasions to ensure delivery of client programs, in consultation with the Practice Manager.

It is Bravehearts policy that Clinicians have a balanced workload in The Courage Project.

**Daily Expectations:**

- Complete case notes by close of business on the day of the client's session.
- All staff are required to maintain their Outlook calendar to reflect their client appointments.
- Undertake standardised assessments with their clients and enter into the Service Record System in a timely fashion.
- All staff are required to keep client profiles and records on the Service Record System up to date.
- Undertake travel to deliver outreach support services.

**Key Performance Indicators:**

- Maintain a minimum caseload as negotiated with the Practice Manager, typically this is 20 clients per week for a full-time role. Some client engagements/sessions will extend to fortnightly or monthly attendance.
- Ensure maximum client attendance with a target minimum of 75% attendance rate of counselling sessions.
- Deliver counselling sessions and supports in line with contractual KPIs.

**Personal Specifications:****Qualifications/Experience:**

- A tertiary qualification in counselling, psychology, social work, or a related field is essential.
- Eligibility for a Medicare Provider Number.
- 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.
- A minimum of 2 years' experience in providing counselling preferably in the field of trauma.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices.

**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 Courage Project's mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced trauma, 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 and a National Police Certificate.
- Candidates must possess a driver's licence

**Skills and Abilities:**

- Proficient level of counselling skills, including individual, family and group therapy.
- A sound understanding of the effects of trauma including child sexual assault and physical violence 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 365 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 physical violence and abuse.

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: \_\_\_\_\_