

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Bravehearts Clinician SEQ</b>
<b>Location:</b>	<b>Various</b>
<b>Employer:</b>	Bravehearts
<b>Terms:</b>	Full Time
<b>Reports to:</b>	Therapeutic Services Coordinator



### **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 and exploitation 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:**

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 telephone and/or online counselling, undertaking psychological assessments, maintaining case notes, delivering training and undertaking regular supervision.

### **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 Director of Therapeutic and Support Services. Provide professional counselling to children, young people, adults and their non-offending families members. Specifically:

- 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 Youth and Women, Police, and Family Law Court.
- Attend regular supervision and counselling meetings.
- Work as a team to expand and continuously improve concept and service delivery.
- Provide input into training materials and resources as well as participating in training delivery where appropriate.
- Attendance at conferences/meetings/Bravehearts 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.
- Assist the Counselling department with other duties, as required, to maintain a healthy and harmonious working environment.
- 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 Director of Therapeutic and Support Services.

#### **Key Performance Indicators:**

- Clinicians are required to:
  - Maintain a minimum caseload and intake sessions.
  - Deliver counselling sessions and supports in line with contractual KPIs.

- Keep up to date case plans for each client.
- Undertake standardized assessments with their clients and enter into the Service Record System in a timely fashion.
- 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.
- All staff are required to keep client profiles and records 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.
- 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 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 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: \_\_\_\_\_