

Position Vacant

Social Emotional Well Being Counsellor – St George

Are you passionate about Closing the Gap for Indigenous Australians?

Are you familiar with or interested in Holistic Primary Health Care delivered by a multi-disciplinary team?

Have you considered working in a rural Aboriginal & Torres Strait Islander Community Controlled Health Service setting?

If this relates to you, Goondir is seeking a full time Social Emotional Wellbeing (SEWB) Counsellor for an immediate start.

Diploma level qualifications in Counselling and a Blue Card are essential/necessary for this role.

The successful applicant will be required to:

- Provide counselling/intervention/support for Aboriginal and Torres Strait Islander people, prioritising members of the Stolen Generations;
- Liaise with Link Up services;
- Promote the education and awareness of significant events that have impacted on the Aboriginal & Torres Strait Islander people;
- Co-ordinate and support a wide range of projects/programs that enhances the SEWB of the Aboriginal & Torres Strait Islander community;
- Work collaboratively with other service providers within the community.

**For an application pack please call Goondir's
Human Resources Manager on 07 4679 5966
or email j.bond@goondir.org.au.**

An application pack can also be collected from the St George clinic.

Goondir Health Services is an Equal Opportunity Employer and encourages Aboriginal and Torres Strait Islander people to apply.

Title	Social Emotional Wellbeing Counsellor (SEWBC)
Location	St George and/or Oakey
Site Responsibilities	Dalby or Oakey or St George
Reports to	Clinic Manager (CM) as per organisational chart

DOCUMENT PURPOSE

This Position Description (PD) and Performance Review document outlines the expectations of the Employer based on core duties of the Employee (it is not a detailed record of every task and duty). This document may be modified from time to time to ensure the goals and objectives of the organisation are met.

Sections 1 to 4 list responsibilities of the Employee to create accountability and maintain optimal organisational performance. Reference will be made specifically to this position, along with responsibilities of all Employees (irrespective of their role).

Sections 3 to 5 of this document will be appraised within the first six months of employment (the qualifying period) and annually. The indicators on how the Employee will be appraised are located in the Service Plans/Activity Plans relating to this position.

KEY DOCUMENTS / AUTHORITIES:

- Goondir Service Plans / Activity Plans;
- Goondir Organisational Chart;
- Goondir Delegations Register;
- Goondir Succession Plan;
- Certification Standards (ISO and AGPAL against RACGP Standards);
- Funding agreement compliances; and
- Internal and external evaluation and reporting requirements including LogiQC, the Performance Dashboard and the National KPIs/OSR reporting frameworks.

AT COMMENCEMENT OF POSITION / INDUCTION

Acknowledgement between Employee and Employer of role expectations and responsibilities

Date: _____ Staff Name & Initial: _____

Supervisor Name & Initial: _____

(Copy to be retained on personnel file)

PERFORMANCE REVIEW

Date Review Conducted: _____ Qualifying Annual Appraisal

Review Period: _____ to _____

We confirm the appraisal process including ratings and training plan developed:-

Employee Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

HR Manager Name: _____ Signature: _____

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1 SCOPE OF POSITION (Summary / Overview of Position Requirements)

1.1 The position is accountable for facilitating healing and improvement of wellbeing to Clients who have been affected by the Government forced removal policies or by intergenerational effects of forced removal; providing culturally appropriate intake, assessment, crisis intervention, case management, counselling, education and support services to all Clients; liaising with other team members to ensure the Health Service delivers effective and efficient *holistic* primary health care that is culturally sensitive and specific to the needs of Aboriginal and Torres Strait Islander people; and demonstrating high levels of professionalism and integrity, being an innovative thinker and applying high moral and ethical standards to ensure confidentiality is maintained at all times.

The position also requires:

- 1.2 Coordination of activities across the service region;
- 1.3 Cultural Awareness & Understanding the Organisations Mission, Vision, Values and Objectives;
- 1.4 Travel across the Goondir South West region of Queensland and elsewhere as required by Employer;
- 1.5 May be subject to health screening test and/or drug and alcohol testing, pre-employment history checks, criminal history check;
- 1.6 Being available for on call or after-hours services (if rostered).

Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

2 QUALIFICATIONS AND EXPERIENCE (Skills, Licences and Knowledge requirements of Position)

Position Specific:

- 2.1 Relevant Tertiary Education i.e. Psychology, Psychiatry, Mental Health, Counselling, Social Work, Welfare;
- 2.2 Be in possession or be eligible for Drivers Authorisation Card;
- 2.3 A current Queensland C class open drivers licence;
- 2.4 Possess or be eligible for Working with Children Blue Card (Queensland); and
- 2.5 First Aid and/or CPR Certification.

All Employees

- 2.6 Registration with External Certifying Body: Member of Australian Counselling Association.
- 2.7 Clinical Equipment Competency: nil for this position.
- 2.8 Ability to undertake training/ professional development to maintain professional knowledge and skills, as detailed in the Training and Professional Development Plan and as otherwise identified.
- 2.9 Ability to participate in organisational in-service sessions or external professional development or workshops.
- 2.10 Competent in use of general office equipment - Computer, Telephone, Bizhub (photocopying, faxing, scanning).
- 2.11 Use of LogiQC Quality Management System to undertake key compliances of role and to value add to the organisation through internal reporting of Incidents, Feedback, Improvements and Repairs (internal training and mentoring will be provided).

Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

3 KEY PERFORMANCE INDICATORS (KPI's) OF THIS POSITION

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
3.1 Responsible for meeting KPIs in the following Goondir Service Plans: Social and Emotional Wellbeing Services			
Social and Emotional Wellbeing Program 3.2 Provide counselling and support for Aboriginal & Torres Strait Islander people for issues including intergenerational grief, trauma and family relationship counselling; provide adequate social and emotional support and advocacy to ATSI Clients;			
3.3 Provide culturally appropriate intake, assessment, crisis intervention and case management service; ensure priority is given to Clients who are First Generation, elderly, and/or requiring urgent assistance due to health concerns;			
3.4 Provide management of a caseload with a team approach to intervention; responsible for the implementation of treatment and rehabilitation programs on a specific needs basis;			
3.5 Offer to refer clients to Link-Up services for family tracing and reunion services; participate and assist in the full reunion process at the request of a Link Up service;			
3.6 Attend regular case discussion meetings with the social health team to ensure cultural sensitivity and safety in clinical practice; provide advice to other Staff in the Health Service about emotional and social wellbeing issues, impacting on other programs provided by the Health Service;			
3.7 Work with established peer support groups and other Stolen Generations groups to either conduct or support healing programs and related activities; participate in outreach service delivery and in the delivery of community education plans;			

<p>3.8 Establish a referral network of, and offer to refer clients to, professional counsellors, psychologists, psychiatrists, traditional healers and other services as required, including mainstream mental health services, non-government organisations, and alternative services such as drug and alcohol services;</p>			
<p>3.9 Provide local, regional, state and national promotion and education on the Stolen Generation; provide community education and awareness sessions;</p>			
<p>3.10 Develop networks and maintain communication with relevant agencies and organisations essential to the provision of effective programs to Aboriginal and Torres Strait Islander people; participate in national networks, conferences and other relevant taskforces;</p>			
<p>3.11 Promote the counselling service to the Aboriginal and Torres Strait Islander people, other Aboriginal organisations and other Health Services delivery agencies in the region;</p>			
<p>3.12 Effective use of the Communicare Patient Information and Recall System (PIRS) to contribute to Goondir’s Model of Care utilising the ‘Requirements tab’ to ensure that all care (e.g. Health Checks and chronic disease management), reporting (e.g. nKPI’s), Medicare income maximisation and safety & quality care is provided at all times.</p>			
<p>3.13 Checking of Requirements tab to ensure care and Medicare items due are undertaken or future appointments made to complete Model of Care cycle</p>			
<p>Health Promotion 3.14 Promote and evaluate better health and wellbeing to clients and the Aboriginal and Torres Strait Islander Community; focus on Prevention, Intervention and Educational Strategies; liaise with Medical Staff of the service and other health professionals (internal or external) on specific cases;</p>			
<p>3.14 Responsible for operating health programs in the community as required and participate in community health programs; carry out Home Visits as scheduled; participate in school visits carrying out health promotion programs;</p>			

3.15 Undertake other duties within your scope of practice and must make all attempts and endeavours to improve the service(s) that you deliver or help deliver as directed by your Supervisor or allows you to perform your positional roles and responsibilities efficiently and effectively.			
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Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

4 RESPONSIBILITIES / KEY PERFORMANCE INDICATORS FOR ALL EMPLOYEES

Qualifying Period and Annual Performance Review Rating Scale 1 Not Achieved 2 Partly Achieved 3 Achieved 4 Beyond Expectation	Insert Rating: 1 2 3 or 4		Comments and/or Actions: (where gaps in evidence or assessment are identified)
	Employee	Line Manager	
4.1 Confidentiality of all Service, Employee and Client information.			
4.2 Abide by Goondir’s Code of Conduct & Policy and Procedures contributing to quality, safety and risk work culture			
4.3 If nominated in the Delegations Register, Succession Plan or as an Identified Leader, accountability for tasks and responsibilities			
4.4 Use and contribution to LogiQC Quality Management System (QMS) (report of closed, outstanding tasks at Appraisal)			
4.5 High standard of records management (data entry, data cleansing, archiving, reporting) to meet regulatory, standards and/ or reporting requirements and timeframes.			
4.6 Attend internal and external meetings as nominated/required and sharing of key information			
4.7 Maintain communication on key matters to your area(s) of responsibility that may have an impact on the organisation			
4.8 Engagement with Internal and External Stakeholders, including contribution to marketing on Goondir Website / Facebook			
4.9 Contribution to local and whole team including undertaking additional duties as directed by Supervisor.			
4.10 Work Behaviour - Personal Presentation, Workplace Cleanliness, Punctuality, Respect, Productivity, Dependability, Attendance (run absenteeism report)			

Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____

5 PROFESSIONAL DEVELOPMENT PLAN AND/OR ACTION PLAN

Knowledge / Skill / Training or Action Required	Training Provider or Actioning Officer	Cost (include itemised course fees, travel & accommodation)	Date Scheduled (HRM adds to LogiQC training register)	Training Completed (Yes/ No)
Does the PD require any changes? <input type="checkbox"/> No <input type="checkbox"/> YES (highlighted above)				

Additional comments (if any, include commendations)
Employee:
Supervisor:
General Comments:

Reviewed at Performance Review/Appraisal - Date: _____ Staff Initial: _____ Supervisor Initial: _____