

3. Special Conditions (Such as location, travel requirements, frequent overtime, etc.)

- Able and willing to undertake appropriate additional training as directed to meet the requirements of the position.
- Current full driver's licence.
- Satisfactory National Police Certificate to be presented on appointment.
- Some interstate & intrastate travel may be required.

4. Statement of Key Outcomes and associated activities

Responsible for the delivery of quality services to individuals and families within a respectful, culturally appropriate, collaborative and therapeutic Aboriginal community environment to provide opportunities for and encourage positive social and emotional wellbeing by:

- facilitating the healing and improvement of social health in collaboration with team members and other parties
- formulating and facilitating care planning and case management systems in collaboration with other agencies to ensure best outcomes for the identified client group/s
- provide confidential, accessible, culturally-appropriate holistic counseling services to clients
- establish a referral network of professional counselors and alternative healing professionals
- participate in home visiting program
- encouraging and supporting in a pro-active and professional manner, persons endeavouring to recover from negative life impacts and advance social, cultural and economic status
- providing support to individuals/families endeavouring to address and recover from negative life impacts resulting from forced separation of family members (The Stolen Generation)
- maintaining a professional approach in all situations to all people within the community and working environment
- contributing knowledge and expertise within the professional team environment
- attending and actively contributing to staff development programs, conferences and meetings as required
- conducting regular clinical supervision with all case workers for continuity of case management and staff de-briefing
- maintain accurate documentation within the Communicare Patient Information Recall System
- collating monthly data to maintain operational standards and meet funding requirements
- supporting the philosophy, ideals, principles and vision of the organisation at all times
- speaking publicly to other organisations, communities and groups as required and sanctioned by Management
- ensuring proper Occupational Health Safety & Welfare principles and practices are maintained
- undertaking further training as considered necessary and approved by Management
- ensuring confidentiality is maintained appropriately
- performing any other duties as requested by Management as a part of daily work routine

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

- Formal qualifications in social work/counselling/psychology field or equivalent at degree, diploma or certificate level
- Minimum three years post graduate experience in relevant field
- Current full South Australian Drivers Licence.

Personal Abilities/Aptitudes/Skills (related to the job description, and expressed in a way which allows objective assessment)

- Demonstrated ability to work effectively in a multi-disciplinary team
- Comprehensive knowledge and understanding of social and emotional wellbeing issues affecting ATSI people
- Demonstrated skills in assessment, individual therapy, counselling, treatment and referral of a broad range of emotional and psychosocial health issues
- Experience in managing a clinical caseload of clients with high and complex needs
- Ability to communicate effectively with both Aboriginal and non-Aboriginal people in a culturally safe manner
- Ability to communicate effectively with clients, colleagues and other service providers from a range of disciplines
- Understanding of legal implications of client work and relevant legislation
- Demonstrated ability to develop and implement appropriate and effective models of intervention and operational frameworks
- Ability to produce working guidelines and procedural frameworks
- Ability to facilitate and participate in case planning and case management meetings
- Ability to develop, maintain and keep accurate case files and client records while maintaining appropriate confidentiality
- Demonstrated ability in using initiative, working independently with minimal supervision, determining priorities, meeting deadlines, planning and organising work.
- Ability to effectively utilise information technology, for example Microsoft Office products.
- Willingness to undertake further education and/or training relevant to the position

Experience (including community experience)

- Experience in working effectively with Aboriginal people.
- Experience in the development and implementation of social and emotional wellbeing programs and counselling services
- Experience working in a multidisciplinary team to augment service delivery through developing and enhancing staff expertise and morale
- Experience in working with people living addictive life styles
- Experience in working with/supporting people in recovery and healing processes
- Experience/formal training in suicide intervention/prevention techniques

Knowledge

- Knowledge and understanding of the dynamics and sociological factors which cause people to adopt behaviours and belief systems
- Knowledge of complex and collective trauma and associated effects

- Knowledge of issues impacting on client group/s such as: child abuse, family violence, sexual abuse, suicide, addictive behaviours, dysfunctional families including caused by forced separation (The Stolen Generation)
- Knowledge of alcohol/other drug and poly substance issues including: effects on overall health, treatment modalities, counselling practices and procedures, therapeutic community dynamics, intervention practices and harm minimisation
- Knowledge of co-morbid Mental Health issues
- Knowledge of suicide intervention/prevention issues and procedures
- Knowledge of behaviour modification techniques
- Knowledge of group work practices
- Knowledge of organisational systems, strategic and financial management principles and practice
- Knowledge of Occupational Health Safety & Welfare policies, practices and procedures

<p><i>DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements.)</i></p>

- Ability to think laterally with effective problem solving skills
- Well developed public speaking skills pertaining to the field of work
- Ability to facilitate groups and pass on knowledge and skills to others
- Ability to supervise, manage and give guidance to other workers, trainees, volunteers
- Post graduate qualifications relevant to the position
- Current Senior First Aid
- Current Child Safe Environments Certification

SPECIAL NOTES

Review of Job & Person Specification:

This Position Specification will be reviewed regularly as part of the performance management and review program. This regular review will ensure that the Position Specification is current and accurately reflects the duties carried out by the incumbent.

All Staff are identified as being front line providers in client service. Therefore, they will be supported with the necessary systems and procedures training to ensure suitable, timely and efficient service delivery.

***Created 2011
Endorsed October 2011***