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P.O. Box 2424 Melton West, 3337

We are seeking e services of at least two counsellors, one with specific training and skills as a families and children’s counsellor and the more general counselling skills for the other positions.

MISSION STATEMENT

We are committed to promoting wellbeing and reconciliation through counselling, nurture, developing life skills, education, and support, offered to all clients regardless of age, religion, race, culture and sexual orientation,

We are committed to assisting all human beings, believing that all people are created equally and are unique and precious with physical, emotional, spiritual, and social needs that require a holistic response through counselling and listening.

We are a not for profit community service agency administered by a Committee of Management, offering high quality, affordable, accessible, and professional counselling for individuals, couples and families experiencing crisis, struggling to find personal meaning in life, seeking new directions or pursuing happiness.

We are committed to address spiritual perspectives with clients if this is desired.

POSITION DESCRIPTION

Family and Children’s Counsellor Counsellor Generalist

Dadirri Melton Counselling Inc. is an Equal Opportunities Employer

Reporting to	The position is under the supervision of the Chairperson of the Committee of Management
Company	Dadirri Melton Counselling Services Inc.
Location:	admin@dadirricounselling.org.au
Modern Award:	Health Professionals and Support Services Award
Full time/part time/casual	Casual
Date created/amended:	July 2022

Primary Job Purpose

To ensure quality counselling to families, children, and individuals in an environment of deep listening and quiet understanding

Number of Staff

Reporting Directly: Nil

Reporting Indirectly: Chairperson

Nature of Communication Requirements

Internal

- To the Committee of Management as required and to colleagues and chairperson
- With Office Manager for day to day operations and provisions

External

- Occasional visitors
- Stakeholders / Facility users
- Presence at public events promoting the counselling service
- Webinar participation
- Face to face community engagement in person and electronically

Level of Decision-Making

- Decisions relating to day to day functioning of the counselling service with reference to clients seeking your services

Special requirements of the position

- Tertiary qualifications in counselling (minimum bachelor's degree) and membership of a recognised Australian professional registration body for counsellors.
- Capacity to work within, and support, the ethos of Dadirri Melton Counselling Services Inc.
- Compliance with all Workplace, Health and Safety requirements with particular focus on covid 19 requirements and infection control
- Satisfactory Police and Working With Children Check
- Maintain membership of appropriate counselling associations
- Awareness of current best practices and standards in counselling of families and children
- Skills in counselling: in person over the phone or internet due to covid restrictions
- Compliance with code of professional ethics of relevant registration body

Job Competencies Qualifications and Experience

- A capacity to operate independently and to be a motivated self-starter
- Experience in working in an environment where families and children are present and active
- Competency in communication with families and children
- A capacity to organise and arrange programs and calendars to ensure timely appointments
- An ability to work across a diverse range of clients of all ages, religions, race, culture, and sexual orientation
- An ability to work with emotional, spiritual, social issues with a holistic response through listening and counselling

Skills and abilities

- Written and verbal communication skills
- Capacity to discern and maintain confidentiality
- Organisational and administration skills
- Demonstrated ability to work well in a team and to lead a team of volunteers
- Ability to work with priorities in relation to work demands
- Ability to use initiative and be proactive
- Ability to source relevant and useful resources

Personal and professional competencies

- Interpersonal skills with the capacity to relate to a diverse range of people
- Demonstrated attention to detail
- Demonstrated initiative
- Capacity and willingness to provide a warm and welcoming place for adults, children and families.
- Identify with and have empathy with the aims and objectives of Dadirri Melton Counselling Services Inc.

Hours of operation

- Employment is on a casual basis determined by counselling demands
- The hours of employment are negotiable and determined by client demand

Performance Appraisal

- A probationary period of five months applies to this position.
- A review will be undertaken three months after the counsellor commences their role.
- Thereafter, annual evaluation to take place around September each year for the purpose of assessing the counsellor's work, this is to be undertaken in a meeting with the chairperson or nominated representative.

Other documentation associated with this position description.

- A copy of the constitution and association rules of Dadirri Melton Counselling Services Inc is available for your information.

Remuneration

- The counsellor shall be paid in accordance with the Health Professionals and Support Services Award

1 Key Responsibilities, Tasks and Outcomes

Key Responsibilities		Tasks	Outcomes
1.1	Counselling with a focus on adults, families and children	<ul style="list-style-type: none"> • Conduct counselling services in person • Conduct counselling services over the phone and internet 	Ensure effective servicing of clients aiding self-determination, confidentiality, and protection of emotional, physical, and spiritual safety
1.2	Administrative functions	<ul style="list-style-type: none"> • Liaise with the office manager in relation to appointments and accounts • Maintain accurate and confidential records in a secure place • Participate in regular conversations in person or on zoom for mutual encouragement and support 	Ensure an effective running of the counselling service and cohesive relationships between staff and the office manager
1.3	Professional development	<ul style="list-style-type: none"> • Continuing professional development including further studies • Registration with an appropriate professional counselling association 	Ensure best practice in counselling services
1.4	General Responsibilities	<ul style="list-style-type: none"> • When sharing office space maintain a clean and safe environment • When sharing hospitality areas take responsibility for your food and equipment • Maintain hygiene control in all areas of your work and observe covid safety plan • Present accurate details of all client sessions to the office manager for the purpose of accounts and payments 	<p>Ensure all counsellors enjoy their working environment</p> <p>Ensure the counselling service can remain viable through timely payments</p>