



POSITION DESCRIPTION

Title:	Specialist Bereavement Counsellor Support Groups, Clinical Supervision and Education
Date:	February 2017
Salary range:	Salary dependent on skills and experience under the SCHCD Award 2010 (Attractive salary packaging is available)
Tenure:	One year fixed term appointment, potential for extension Probationary period of 6 months
EFT:	1.0 EFT (38 hrs/week)
Accountability:	Accountable to the Manager - Bereavement Counselling and Support Service
Location:	Mulgrave. Limited travel in metropolitan Melbourne will be required.

The Australian Centre for Grief and Bereavement

The Australian Centre for Grief and Bereavement is an independent, not-for-profit organisation working to address issues associated with grief and bereavement. Its mission is to build the capacity of individuals, organisations and communities in order to enhance well-being following adverse life events.

The Australian Centre for Grief and Bereavement works in partnership with health services, schools, workplaces, media and community organisations, as well as people living with bereavement, to bring together their expertise.

The Australian Centre for Grief and Bereavement goals

- a) To develop and provide a range of specialist interventions and innovative education services, informed by evidence based practice, for grieving people who are at risk of adverse outcomes;
- b) To provide grief education and a range of consultancy services to develop and enhance the capacity of individuals, organisations and communities to deal effectively with loss;
- c) To provide grief and bereavement counselling training and supervision through the placement of practitioners at the ACGB Counselling and Support Service and other settings as deemed appropriate;
- d) To build the capacity of the universal health services to provide bereavement supports and responses;
- e) To provide advocacy and representation on grief and bereavement issues in order to inform policy development, raise community awareness and support universal access to mainstream grief and bereavement services;
- f) To undertake research, program evaluation, public policy development and the production of evidence based publications and resources to enhance grief and bereavement knowledge and practice;
- g) To maintain cooperative links with relevant state, national and international groups and organisations in relation to grief and bereavement;
- h) To promote, develop and monitor competence in bereavement practice.

Job Focus

The Specialist Bereavement Counsellor is accountable to the Manager - Bereavement Counselling and Support Service, with a focus on delivering an effective bereavement service for bereaved individuals and families.

The role contributes to the development; resourcing and facilitation of bereavement support groups throughout Victoria, to ensure that all group support programs operate at the highest quality and reflect contemporary evidence based practice.

Working within the ACGB Education program, the role will both develop content and deliver training as appropriate.

Key Result Areas:

1. Bereavement Support Groups
2. Bereavement Counselling
3. Education
4. Other Duties

1. Bereavement Support Groups

55%

The Specialist Bereavement Counsellor is responsible for the following (but not limited to) groups within the Centres support group program:

Death of a parent
Younger Bereaved Partners

For the nominated groups (unless otherwise stated), the role is to:

- Ensure that adequate administrative, support and resource functions are provided for each group.
- Ensure all groups comply with OH&S standards.
- Manage the marketing and promotion of groups as required.
- Manage the appropriate screening of prospective group members at intake.
- Ensure that new group members are given adequate support to facilitate their attendance
- Follow up for group members identified as requiring additional support, linking them to appropriate services.
- Recruit, support and debrief volunteers both individually and as a group as required.
- Maintain appropriate records for the support groups.
- Ensure accurate financial management of the support groups.
- Actively work to identify and respond to community needs for support groups across Victoria.
- Be available to respond to enquiries, feedback and complaints in relation to support groups in the first instance.
- Assist with the planning and development of the support group program.
- Assist other organizations in the development and implementation of local bereavement support group programs.

- Write and maintain the Centre’s internal support group manual.
 - Provide clinical supervision and training for volunteers and interns involved in the support group program.
- 2. Direct Bereavement Counselling Service 20%**
- Provide specialist bereavement counselling to clients at the Mulgrave office (50%) and clients utilising ACGB’s telehealth service (50%).
- 3. Education 15%**
- Undertake the writing and delivery of education and training activities as required.
 - Write and deliver training programs with a focus on support group delivery for use by both ACGB and external organisations.
- 4. Other Duties 10%**
- Provide advice and consultation to workers in mainstream and specialist services.
 - Respond to requests for Education, Information sessions, Critical Incident Debriefing in consultation with the Manager – Bereavement Counselling and Support Services.
 - Other duties as directed by the Manager - Bereavement Counselling and Support Service

SELECTION CRITERIA

The Knowledge and skills required are:

Qualifications

- A post-graduate qualification in social work, psychology or counselling.
- A post-graduate qualification in bereavement counselling.
- Eligibility for membership of a relevant professional association, such as the Australian Association of Social Workers (AASW) or the Australian Psychological Society (APS).
- An industry recognised qualification in Clinical Supervision.
- A Certificate IV in Training and Assessment (TAE)
- Preferably, certification as Certified Bereavement Practitioner (CBP).

Experience and Competencies

- Extensive skills and experience in the provision of bereavement counselling for people experiencing complex bereavement.
- Experience and competence in working with bereaved children, adults and families.
- Experience and competence in working with bereavement support groups.
- Demonstrated capacity to support, encourage and manage volunteers.
- Demonstrated ability to provide clinical supervision.
- Demonstrated ability to prepare content and deliver training sessions within the field

of grief and bereavement.

- Experience in providing advice and consultation to external specialist and mainstream practitioners.
- Comprehensive understanding of grief and bereavement literature and of contemporary evidence based practice.
- Ability to work independently and as part of a team.
- High level oral and written communication skills.
- Ability to think creatively about program development and delivery.
- Sound administrative skills, with the capacity to maintain accurate records and produce statistical information as required.

Note

In order to ensure that the bereavement support groups are accessible to as wide a range of people as possible, groups are held at a variety of locations throughout metropolitan Melbourne and at varied times, including evenings and sometimes weekends. The applicant must have a current drivers license and capacity to use private vehicle.

This position requires an ability to work flexibly to support the volunteers who run these groups. Time In Lieu arrangements are made to accommodate this.

As part of the recruitment assessment process, applicants are required to have a current Employee Working with Children Check (WWCC) and a satisfactory Victoria Police Records Check.