



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1159

Date reviewed/created: October 2020

POSITION TITLE: Early Childhood Counsellor/Project Officer (Communities for Children Programme)

TEAM: Clinical Team – Early Childhood

LOCATION: Carramar

AGREEMENT: “NSW (Non-Declared) Affiliated Health Organisations’ Professional and Associated Staff Agreement”.

CLASSIFICATION: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS’ service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS’ approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

The Communities for Children programme is funded by the DS (Department of Social Services) and overseen by The Smith Family as the Facilitating Partner. The STARTTS Growing Playing Learning Together programme is funded to provide services for 0-6 year olds from Refugee like backgrounds in part of the Fairfield LGA, including surrounding suburbs.

Clinical Services Team (CST) consists of a group of expert clinicians who provide direct client service as well as act as a resource for other STARTTS staff. The CST team includes the Senior Early Childhood Counsellor/Project Officer (SECCPO), Senior Clinical Group work counsellor, Early Childhood Counsellors/Project Officers, Body Focussed therapists, Clinical Projects Officer, Senior Clinical consultants, Visiting Medical Officer-Psychiatrist and Psychiatry Registrar.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Clinical Services Team Leader.
2. Responsible for: Nil.

SELECTION CRITERIA:**Essential Criteria:**

1. Relevant tertiary qualifications in health, counselling, behavioural or social sciences, and experience in early childhood intervention or early childhood care and education.
2. Demonstrated understanding of refugee issues, and the effects of torture and trauma on families, and children 0-6 years old from a refugee background.
3. Demonstrated ability to observe participation, developmental ability and behaviours, and conduct pre and post programme evaluations, of 0-6 year old children with their families/caregivers.
4. Demonstrated experience in running groups with children 0-6 years old and their parents.
5. Referral, follow up, networking, collaboration, advocacy and community development skills and experience.
6. Excellent oral and written communication and interpersonal skills and proficiency in the use of Microsoft Office.
7. Relevant experience in conducting individual and/or group information sessions or training.
8. Current NSW Driver's License.

Desirable Criteria:

1. Experience in the use of various online programmes or tools, such as You Tube, Zoom, WhatsApp.
2. Experience managing projects, or assisting in the management of projects.
3. Trained in the running of Circle of Security Parenting course, ABeCeDarian, or other relevant parenting/family programmes.

*This position is considered child-related employment and will require a Working with Children Background Check and a National Criminal Record Check.

BRIEF DESCRIPTION OF ROLE

This position forms part of STARTTS Clinical Services Team – Early Childhood program. It will service children 0-6 year old not yet attending school, from refugee-like backgrounds, with their parents/caregivers. This will include clients who are both long term residents and newly arrived across NSW.

PRIMARY OBJECTIVES:

1. To provide group-based bio-psycho-social services, observation, intervention and referral services to families from refugee-like backgrounds with 0-6 year old children not yet at school, in the stated areas.
2. To provide group work and support for playgroups, Sing and Grow, Growing Playing Learning Together workshops, Circle of Security programmes, or other approved programmes, including providing follow-up support / counselling for these group sessions, as needed.
3. To work closely with the STARTTS SECCPO in capacity building processes for refugee communities, and collaborative Early Childhood project development, within the local refugee communities or with other service providers.
4. In conjunction with the SECCPO, to develop and maintain relevant productive partnerships between the STARTTS Clinical Services Team, direct services teams and Community development workers, other early childhood services, families and communities across NSW to ensure effective case co-ordination or collaborative service provision.
5. To assist in developing and providing resources and training workshops for families, communities and other service providers who support 0-6 year olds with their families, with particular focus currently on the necessary adjustments in service delivery in the context of the COVID19 crisis.

PRIMARY DUTIES:

1. Assessment, Evaluation, Support and Counselling

- 1.1. To provide group-based bio-psycho-social services, observation, intervention and referral services to families from refugee-like backgrounds with 0-6 year old children not yet at school, in the stated areas.
- 1.2. Participate in case conferencing as appropriate.
- 1.3. Undertake training, and develop competency, in the use of approved pre and post evaluation tools for groups or other relevant assessment tools as required.
- 1.4. Conduct agreed group evaluations and make the results available for collation by STARTTS for evaluation and research purposes.
- 1.5. Support refugee families and help them develop a better understanding of the issues which may affect them and their children, and the services that are available to them.
- 1.6. Assist in relevant Early Childhood Research projects, including group work and provide any necessary support or debriefing as required after the sessions.
- 1.7. Assist in the development of culturally appropriate strategies to engage children 0-6 years old with their caregivers in group work.
- 1.8. Provide short to medium term referral, support for children for children 0-6 years old with their caregivers.
- 1.9. Introduce and conduct Early Childhood group programmes as needed within the funded project.
- 1.10. Prepare for, attend, conduct and provide support for relevant workshop sessions for 0-6 year olds not yet a school, with their parents, such as Growing Playing Learning Together, AbeCeDarian, Catch-Up, Sing And Grow, Circle of Security sessions or other programmes approved by STARTTS.
- 1.11. Assist with preparation for, and running of, Playgroup sessions as needed, with target refugee communities within the funded project.
- 1.12. Prepare presentations on particular cases for discussion at weekly clinical meetings on a roster basis.
- 1.13. Proactively participate in STARTTS Early Childhood Holiday program as needed.

2. Clinical, Community Development and Capacity Building in the Early Childhood Programme

- 2.1. Develop and maintain productive partnerships with existing mainstream early childhood services. Attend relevant network meetings.
- 2.2. Assist in preparing GPLT Workshop Training Manual, Early Childhood psycho-education materials for refugee families and communities, making use of appropriate computer programmes and online resources as approved by STARTTS Management, and Communities for Children Programme Manager.
- 2.3. Liaise and co-operate with other relevant STARTTS staff working with children 0-6 years old with their families or communities on joint projects of benefit to the target communities.
- 2.4. Liaise and consult with, or provide training for relevant staff working within external early childhood services in order to provide support and develop specific interventions for refugee children and their families, as required.
- 2.5. Participate in a process of capacity building and development of early childhood projects in the region they cover. This may include capacity building for refugee community organisations wishing to implement their own early childhood projects as well as relevant service providers.

3. Training

- 3.1. In association with the STARTTS Training Team, assist in providing consultancy, or assist in conducting training program for service providers working with refugees, in particular on the issues affecting refugee children 0-6 years old with their parents in the Fairfield LGA.
- 3.2. Provide input to development of training materials relevant to the needs of services working with refugees, and in particular the issues faced by children 0-6 years old with their families.

- 3.3. Supervise, or assist with supervision of Community Services or Early Childhood Education or other students, or community members as required
- 3.4. Prepare and provide conference presentations and workshops, or assist with preparing written materials for publication.

4. Administration

- 4.1. Ensure that required work load, including individual counselling, group work and CD activities, is fulfilled.
- 4.2. Maintain proper medical records of client contact and assessment, referral and follow-up and interventions.
- 4.3. Participate in bi-monthly CfC Community Partners Advisory Group to the committee, meetings of the STARTTS Early Childhood Network, ECCPO meetings and Clinical services Team meetings, staff meetings, and other meetings, as required.
- 4.4. Participate in the evaluation of the effectiveness of services provided.

5. Personnel

- 5.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 5.2. Be an active participant in team meetings to maximise contribution to the work of the team.
- 5.3. Participate in STARTTS staff meetings and other relevant meetings.
- 5.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 5.5. Participate in identifying quality improvement initiatives/strategies.
- 5.6. Attend and participate in all training opportunities identified for the role.
- 5.7. Liaise with and seek senior advice as required.

6. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Early Childhood Counsellor/Project Officer (Communities for Children Programme)** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: October 2022