

ABOUT US

Mens Outreach Service Aboriginal Corporation (MOSAC) was established in 2001 and provides programs in youth life promotion/suicide prevention, men's health & wellbeing, a drop in service and a mobile bike repair program working with children & young people in Broome and remote communities in the West Kimberley. For further information, please visit www.mensoutreach.org.au.

THE POSITION

This role is a 12-month fixed term part time (0.5 FTE) opportunity (5 days per fortnight) which has the possibility of extension. This new role will support the upskilling of our team in their direct client work, support regular clinical supervision for our team working across all programs, provide psychological interventions for referred clients and will sit on the MOSAC Leadership Team.

The person we seek will have:

- A tertiary qualification in Psychology, Counselling or an equivalent discipline.
- Experience with a multi-disciplinary team, working successfully with Aboriginal staff
- Experience with delivery of clinical supervision in a trauma-informed context
- An understanding of the issues, services and legislation affecting the delivery of mediation, counselling and case management

Aboriginal people are strongly encouraged to apply.

WHAT WE OFFER

A salary package of approx. \$100,000 per annum, pro rata (\$50.61 per hour) dependent on experience, which includes a District Allowance. Additionally, 5 weeks Annual Leave with loading per annum, Superannuation and other additional benefits such as pro rata Airfare Allowance of \$800 per annum and generous Salary Packaging benefits are offered. All applicable benefits and entitlements are paid on a pro rata basis.

INTERESTED?

Please contact Sarah Macnee, Chief Operating Officer at sarah@mensoutreach.org.au or 0437 840 128 for further information. A CV and a 2 page cover letter addressing the Required Skills and Attributes (Selection Criteria) is required for this role. Applications close **9.00am Monday 31st May 2021** and are to be submitted by email to Sarah (Sarah@mensoutreach.org.au) with the reference MOS025.

APPLICATION PROCESS

If you decide to apply for this position, please include the following:

1. A 2 page **covering letter** including a **response to selection criteria** statement addressing the Required Skills and Attributes (Selection Criteria), introducing yourself and explaining why you are suited to this position.
2. A **current resume** with the names and contact details of 3 work referees (preferably supervisors or managers).
3. If you are shortlisted- names and contact details of at least two **cultural referees**, being Indigenous people who can vouch for your competence and understanding in working with Indigenous staff, clients, and community members.

THE SELECTION PROCESS

- ☐ Applications are accepted until the closing date as nominated in the ad and are shortlisted for their ability to meet the requirements of the role based on the information provided by the applicant in their Address to the Selection Criteria.
- ☐ All applications are treated confidentially and applicants who are selected for interview will be contacted for an interview.
- ☐ The interview panel will have a structured set of questions to ask each applicant which are relevant to the position.
- ☐ After the interview process, reference checks will be undertaken following interviews and only with the nominated referees for the preferred applicant(s).
- ☐ The position is offered to the successful applicant as soon as possible after interview.
- ☐ All unsuccessful applicants will be notified in writing once the preferred applicant has accepted the offer of employment.

POSITION DESCRIPTION AND DETAILS

Please see below for the Position Description. For further information about the role, please contact Sarah Macnee at Sarah@mensoutreach.org.au or 0437 840 128.

SUMMARY OF CONDITIONS OF EMPLOYMENT AND ENTITLEMENTS

CONDITIONS:

Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 with an above award salary.

SALARY PACKAGE:

The total cash salary package for this role is approximately \$50-55,000 per annum (0.5 FTE) (dependent on experience) as per the duration of the contract (12 months). This Package includes a base salary which includes District Allowance, plus 9.5% Superannuation, 5 weeks Annual Leave with Leave Loading and Air Fare Allowance (all pro rata'd as per the duration of the contract)

BENEFITS:

a) Annual Leave Loading

17.5% loading on Annual Leave is paid to an employee paid when taking Annual Leave.

b) Air Fare Allowance

Annual "airfare" allowance of \$800 after 12 months service. (paid on pro rata basis) May be paid as a reimbursement of expenses on the production of a valid tax invoice or included with wages payment.

c) Salary Package Options:

Employees are currently able to salary package up to \$15,900 per annum resulting in tax benefit. Rent, Mortgage payments or loan and other payments may be packaged. *(Additional salary sacrifice benefits may be available depending on individual circumstances)*

HOURS OF WORK:

This position is required to work 19 hours per week, with days as agreed with management.

LEAVE

5 weeks Annual Leave and 10 days Personal / Carer's Leave per year, pro rata.

SUPERANNUATION:

9.5% of your gross salary is paid in addition to this base salary paid to a superannuation fund of your choice.

PERFORMANCE REVIEWS:

Reviews are undertaken annually by the Chief Operating Officer.

POSITION DESCRIPTION

Role Title	PSYCHOLOGIST/COUNSELLOR (PART TIME, MALE /FEMALE)
Name:	
Reports To:	COO
Supervises:	NIL
Position Summary:	<ul style="list-style-type: none"> • Support the staff to deliver high quality, client focused outcomes all MOSAC Programs • Provide professional clinical advice and guidance to team members and other staff who may be involved in the delivery of these programs • Provide leadership and supervision, support and training to clinical and non-clinical staff working in direct client services
Duties and Responsibilities	<p>A. Cultural and Clinical Responsibilities</p> <ul style="list-style-type: none"> • Support the development and implementation of culturally appropriate programs for clients, family members and community groups • Support the implementation and management of the clinical quality and compliance standards of the organisation as a whole • Ensure clinical supervision and support is extended to staff involved in complex case management and mediation processes, across all programs • Ensure any actions or solutions provided are in line with Trauma-informed care and Practice principles and communicated in an appropriate manner <p>B. Staff leadership, teamwork and relationships</p> <ul style="list-style-type: none"> • Liaise with other staff including the MOSAC Cultural Advisor to ensure that cultural protocols are followed, and that team practise is culturally secure, in the Kimberley Indigenous context • Work effectively in your role to maintain supportive, cooperative and positive relationships within the MOS team and other external agencies • Support staff in client case management, and debriefing as required • Participate in all MOS Leadership and team meetings • Encourage staff development with regular staff clinical supervision <p>C. Administration</p> <ul style="list-style-type: none"> • Identify and deliver continuous improvement in service delivery • Ensure all administrative commitments are completed in an on-time basis • Support the development of relevant policies and procedures for the program • Provide updates to the Leadership team, within the bounds of confidentiality <p>D. Communication</p> <ul style="list-style-type: none"> • Maintain effective and respectful verbal and written communication with clients and staff at all times • Maintain strong networks with outside stakeholders

	Other <ul style="list-style-type: none"> Other duties as directed by the CEO or COO
Level of Authority:	Abide by MOSAC procedures and refer issues to manager
Required Skills and Attributes (Selection Criteria):	Knowledge and Experience <ul style="list-style-type: none"> ✓ Experience with a multi-disciplinary team, working successfully with Aboriginal staff ✓ Experience with delivery of clinical supervision in a trauma-informed context ✓ Have an understanding of the issues, services and legislation affecting the delivery of mediation, counselling and case management ✓ Proficiency in the use of MS Word, Excel, Outlook/email ✓ Ability to communicate effectively in the Kimberley cultural context Qualifications and/or training: <ul style="list-style-type: none"> ✓ Tertiary qualification in Psychology, Counselling or equivalent discipline ✓ Current registration with relevant professional body ✓ Extensive previous experience working in this field ✓ Current WA Working with Children check ✓ Current Western Australian "C" class driver's license (Manual) ✓ Ability to undertake all training required for MOS staff
Desirable Skills:	<ul style="list-style-type: none"> ✓ Knowledge of or experience in narrative approaches, trauma-informed practise, FDV and suicide prevention ✓ Knowledge of Kimberley agencies and appropriate support services for the client group ✓ Apply First Aid Certificate, or ability to attain one
Acknowledgement and Agreement:	Employee Signature:
	Date:
	CEO Signature:
	CEO Name: _____
	Date:

MOSAC CODE OF CONDUCT (EXTRACT)

REQUIREMENTS:

Staff and management agree to:

1. Abide by, support and promote the Vision and Mission of MOS and your team
2. Perform our work with care, efficiency, as per our role requirements, lawful instructions and MOS policy and procedures,
3. Provide a prompt, efficient and courteous service to our clients, treating them fairly, professionally, courteously and with due considerations for their concerns, needs and interests.
4. Act with integrity, honesty and loyalty to the organisation, including not publicly criticising MOS. Treat all staff, clients, project partners and Board Members with respect and report any unlawful behaviour or that which is outside policy standards.
5. Protect and promote the physical and emotional safety and well-being of our clients, visitors, other staff and ourselves.
6. Maintain a neat personal presentation and dress standards reflecting our professional standards at work
7. Responsibly use, maintain and protect our equipment and assets and those of clients.
8. Promote and demonstrate healthy and safe lifestyles and behaviours for ourselves, clients, colleagues and visitors
9. Contribute to a culture of loyalty, respect and commitment in the workplace by supporting decisions of management and the Board.
10. Encourage and maintain teamwork and harmony in the workplace.
11. Respectfully express grievances and work to positively resolve them via established procedures.