



<p>Position Description COUNSELLING SUPERVISOR</p>
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Doncare is a dynamic not-for-profit organisation that provides services to the most vulnerable and disadvantaged residents of Manningham and surrounding suburbs.

Doncare supports families and individuals of all ages to access opportunities that will assist them in their daily living and enhance family functioning. Doncare provides high-quality services in the areas of Counselling, Emergency Relief, Case Management, Family Violence Services, Family Services, and Social Support for seniors.

Doncare receives funding from local, State and Federal governments to operate some of its programs and utilises the revenue of its seven opportunity shops and the support of private donations, philanthropic trusts and the community sector.

General Information

Position Title:	Counselling Supervisor
Reports To:	Lead Counselling Supervisor
Hours of Work:	2 days per week, 0.4EFT
Position Classification:	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS) Level 7
Employment Type:	Part-Time
Duration:	12 months, Fixed Term with a possibility of extension.
Further information:	Katinka Pal-Zimny Ph: 9856 1500
Closing date:	22 June 2021

Key Responsibilities

A key component of this role is the supervision of a team of established volunteer counsellors and counselling students on placement within the Counselling program, through the provision of group and individual supervision, and monitoring their work and professional progress. Reporting to the Lead Counselling Supervisor, the Counselling Supervisor will uphold and enhance practice standards, and participate in the development and revision of policies and practices relevant to the program. Duties of the role include:

- Provision of individual counselling supervision to counsellors, including established volunteer counsellors and students on placement.
- Facilitation of 1- 2 supervision groups.
- Participate in a supervisor's peer supervision meetings held monthly
- Assist with counsellor recruitment processes as required including orientation
- Assist with referrals, assessments, and support of client work as necessary and support intake team
- Provide supervision of students on placement
- Other duties as directed

Key Performance Indicators

- All agency requirements are met on a timely and effective basis
- Volunteer counselling staff are provided with a broad range of skills and frameworks
- Counsellors are provided with high quality supervision and guidance and supported with risk management
- Work effectively as part of a multi-disciplinary supervisory team
- Ensure requirements for student field placements are met and are appropriate to the requirements for the students' course of study
- Ensure service is delivered in accordance with funding and legislative requirements.
- Demonstrated understanding and implementation of the values of the organisation

Selection Criteria

- Extensive clinical experience and demonstrated ability in working with a broad range of clients and a broad range of issues.
- Demonstrated ability to provide supervision to established volunteer counselling staff with a broad range of skills and frameworks.
- Demonstrated ability to work positively in a team to promote and model collaborative and respectful staff and client relationships.
- Demonstrated high level risk management knowledge and skills.
- Thorough understanding of the drivers of Family Violence and of best practice in supporting victims of Family Violence.
- Advanced skills in group and individual clinical supervision.
- A capacity to articulate frameworks and to develop appropriate interventions.
- An interest in working in a community-based agency, and to influence the emotional well-being of the community.
- High integrity and reliability

Mandatory:

Applicants must meet the following job requirements:

Tertiary qualification in Psychology, Social Work or Counselling with current registration as a psychologist, Social Worker or Counsellor

Desirable:

Endorsed as a Supervisor with AHPRA, PACFA, ACA or AAFT would be desirable.

Other Requirements:

- A satisfactory criminal record check will be undertaken prior to employment and renewed every 3 years.
- A current WWCC will be required
- Prior to appointment, qualifications and credentials must be completed and verified.
- This Position Description and Letter of Employment Offer will be reviewed from time to time in keeping with changing requirements.

Health, Safety and Wellbeing:

- Ensure compliance with the OH&S Act and Doncare's policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

Quality and Continuous Improvement

- Ensure compliance with legislation, contract, and policy requirements in your work to meet organisational audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems, and processes

Diversity and inclusivity are important to Doncare. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTIQ+ and people with a lived experience of disability.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Industry Award (SCHADS). Salary packaging is offered with this position.
- All offers of employment at Doncare are subject to a six-month probationary period.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License (if applicable) and a Working with Children Check prior to commencement.
- Doncare has a legal and moral responsibility to ensure the safety of all children in accordance with the Child Safe Standards and expects all staff to commit to this standard and understand their duty of care obligations.
- All employees of Doncare are bound by the approved policies and procedures of the organisation as promulgated and varied from time to time.

How to apply:

Applications must include a current CV with a cover letter that addresses the key selection criteria.

Email to: Kathy.stojcevski@doncare.org.au

For a detailed position description: <https://doncare.org.au/join-our-staff>

Preferred candidates will be required to provide three referees which includes their current or most recent Manager.

Acceptance of this Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date _____