

POSITION DESCRIPTION

Position:	Counselling Team Leader
Reports to:	Chief Executive Officer
Date:	July 2021
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Award Level:	Level 6
Employment Status:	Full/Part time (negotiable)
Hours:	30-37.5 hours a week

ORGANISATIONAL ENVIRONMENT

The organisation is led by a Voluntary Management Committee made up of competent professionals, elected annually at the Annual General Meeting. The Management Committee is responsible for the governance of the organisation but is also called on at times to provide expert opinion on operational matters.

This position is one of a small team of committed professionals who are dedicated to achieving the objectives of Children by Choice. The counselling team is led by the Counselling Team Leader with levels of individual autonomy. The team works collaboratively to deliver high quality, evidence based information and services. The organisation's most recent strategic plan and annual report are available on the Children by Choice website and outline the current priorities and values of the organisation.

THE ROLE

This role was introduced in 2021 to support an existing team of counsellors.

- Coordinates the service delivered by a team of part-time Counsellors
- Actively participates in counselling delivery.
- Brings feminist leadership and vision in a changing service delivery context.

KEY RESPONSIBILITIES

Clinical Service and Supervision

Maintain and participate in the application of up-to-date knowledge and best practice feminist counselling to all aspects of counselling team deliverables as per Children by Choice funding arrangements. This includes providing non-judgemental all options counselling, information, referrals for Queensland women and people with uterus experiencing unplanned pregnancy through our Queensland-wide phonenumber and in person at our Brisbane office.

Leadership, Planning and Resource Management

Lead the counselling team (staff, volunteers and placement students), including day to day operations, risk management, work planning and budgets, recruitment, induction, periodic reviews

Analyse and interpret data to inform practice and identify trends/opportunities for team/individual development and diversification of service delivery.

Relationship Management

Developing, strengthening and maintaining external relationships with key stakeholders

Qualifications

A minimum of Bachelor Level Qualifications in Social Work, Psychology or Behavioral Sciences

GENERAL RESPONSIBILITIES

- Contribute to a positive organisational culture
- Operate within a feminist framework and adhere to the approved Decision Making Principles.
- Collaborate effectively with other team members, including shared projects, staff meetings and day to day activities. Assist and support colleagues when they may be experiencing a peak workload or high demand period.
- Maintain and apply up-to-date knowledge of the evidence and best practice in your field, and work with the team to jointly identify and participate in skills development appropriate to your role and annual work plan
- Plan your time effectively to manage competing demands, including work/life balance.
- Assist the team to report effectively to management and stakeholders.
- Observe the policies and procedures of the organisation.
- Contribute to Children by Choice's collective efforts, such as strategic planning, position papers and public events.

SELECTION CRITERIA

To be successful in this role, you will be able to demonstrate the following skills and abilities:

1. Possession of tertiary qualifications in Social Work, Human Services, Psychology or a related discipline.
2. Commitment to the vision, mission, values and objectives of Children by Choice Association Incorporated, including the right to choose abortion.
3. Demonstrated successful people leadership skills based in a feminist framework and familiar with consensus and collaborative decision-making processes including facilitation and negotiation skills. Demonstrated ability to lead a professional team within this feminist framework.
4. Demonstrated feminist counselling experience of at least two to three years with supervision experience in a counselling environment.
5. Proven ability to work proactively and collaboratively develop evaluations, reports, presentations, submissions and policy documents, including data analysis.
6. Highly developed communication and interpersonal skills, and the ability to develop effective partnerships with key agencies and links with other organisations.

7. Demonstrated computer skills, including a comprehensive understanding of software packages such as Microsoft Office and the ability to use the internet, email and social media platforms effectively and efficiently and the ability to quickly learn new systems.
8. Good knowledge, or the ability to rapidly acquire knowledge of reproductive health, pregnancy and abortion.

Children by Choice embraces a diverse and inclusive environment. Our service values diversity and acknowledges that inclusive spaces generate creativity and innovation in perspective and problem solving while producing more sustainable and effective outcomes. Aboriginal and Torres Strait Islander people, people with a disability and people from the LGBTIQ+ community are strongly encouraged to apply.

It is a genuine requirement of this position that the Counselling Team Coordinator is a woman as per the exemption granted to Children by Choice by the Queensland Industrial Relations Commission.

[Children by Choice Association Inc. is exempt from the operations of sections 14, 15, 15A, 124, and 127 of the *Anti-Discrimination Act 1991* in relation to attribute in s 7(a).]