**JOB DESCRIPTION**

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| **JOB TITLE:**  | Play Therapist | **DATE:** | September 2021 |
| **REPORTS TO:** | Director of Family and Education Portfolio | **DEPT:** | Education |
| **HOURS:** | 12 hours per week | **CATEGORY:** | Part Time Contract – 2 years.*(May be converted to Full time depending on need)* |
| **APPROVED BY:**  | Rev. Bill Crews | **LOCATION:** | Summer Hill Children’s Centre: Cnr of Moonbie and Lorne St, Summer Hill Bill Crews Charitable Trust Head Office :180 Liverpool Rd Ashfield 2031. |

**JOB SUMMARY**

At The Bill Crews Charitable Trust, we aim to make a genuine difference in the lives of children and their families through the highest quality, evidence-based play therapy. As part of expanding the services offered to children and their families, we are seeking a Play Therapist who is looking for a chance to make a positive difference to children’s lives.

Working as part of a multi-disciplinary team with early childhood educators, psychologists, social workers, and other specialists delivering trauma-informed care this challenging and rewarding role will enable children to grow and develop in confidence, whilst learning through play.

##### REPORTING RELATIONSHIPS

The Play Therapist position reports to The Director Families, Education and Partnerships

DUTIES & ESSENTIAL JOB FUNCTIONS

As a Play Therapist with The Bill Crews Charitable Trust, your responsibilities will include:

• Establishing positive, trusting rapport with child, youth, and family clients

• Identifying and treating mental health issues

• Working within trauma-informed principles

• Creating individualized treatment plans according to client needs and circumstances

• Meeting with clients regularly to provide counselling, treatment and adjust treatment plans as necessary

• Conducting ongoing assessments of client progress

• Involving and advising family members and work colleagues when appropriate

• Referring clients to outside specialists or agencies when necessary

• Maintaining thorough records of client meetings and progress

• Providing consultation to other professionals (educators, teachers, and others) with respect to particular clients

• Providing professional development seminars for other professionals (educators, teachers, and others)

• Providing/supporting special parent/family education events

• Following all safety protocols and maintaining client confidentiality

• Maintaining the Play Therapy Room setting and portable Play Therapy Kit

• Contributing to practice by accomplishing related tasks as needed

• Attending regular clinical supervision and undertaking professional development

• Participating in team meetings and team development.

* WH&S Responsible for The Execution of The Safety Regulations
	+ Providing A Safe Work Environment
	+ Ensuring Employees Understand Their WHS Role and Responsibilities
	+ Documenting And Reporting WHS Incidences
	+ Consulting With Employees on WHS Issues That Affect Them
	+ Providing Adequate Training to Employees On WHS Issues

**Academic, Education and additional Requirements**

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| **Essential** |
| Bachelor’s degree in education or health related discipline and |
| Master of Play Therapy |
| Registration with Australasia Pacific Play Therapy Association (APPTA) or eligible to register |
| Working with Children Check and Police Record Check |
| Current Driver’s Licence |
| Current COVID Vaccination Certificate |

**WORK EXPERIENCE AND SKILLS**

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| **Essential** |
| Minimum 2 years working with children and families |
| Ability to work as part of a multi-disciplinary team |
| Strong interpersonal skills |
| Excellent communication and listening skills |
| Ability to build rapport quickly |
| Ability to communicate with compassion and empathy |
| Attention to detail |
| Excellent time management skills |
| Ability to prioritise tasks |
| Excited by seeking new clients and opportunities |
| Computer literacy |

**PERSONAL QUALITIES AND BEHAVIOURAL TRAITS**

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| **Essential** |
| Engaged, enthusiastic and demonstrates initiative |
| Punctual, reliable and well-organised |
| Have qualities of kindness, patience and resilience |
| Ability to be flexible and rise to the challenge |

##### ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

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| Employee Name (Please Print) |  | Date |
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| Employee Signature |  | Date |
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| Supervisor’s Signature |  | Date |