

## JOB DESCRIPTION

Position title:	Program Leader and Clinical Supervisor
Approved by:	Chief Financial Officer and Company Secretary
Date effective:	August 2022

### PURPOSE

The purpose of this position is to ensure Relationships Australia Victoria (RAV) continues to develop, deliver and expand its specialist couple counselling training programs and services, with a focus on professionalism, quality and innovative learning, evidence-based approaches and compliance with applicable regulatory standards.

This position is covered by the Relationships Australia Victoria Staff Enterprise Agreement, but otherwise would be covered by the Social, Community, Home Care and Disability Services Industry Award 2010.

### OUR ORGANISATION

Relationships Australia Victoria (RAV) is a secular, community-based, not-for-profit organisation with no religious affiliations. Our vision is for positive, respectful, safe and fulfilling relationships for all Australians. Our objective is to relieve suffering, distress, and helplessness and to enhance physical, social and emotional wellbeing. Our services are for all members of the community, regardless of their religion, age, gender, sexual orientation, lifestyle choice, cultural background, or economic circumstances. RAV provides services across metropolitan Melbourne and regional Victoria.

### POSITION SUMMARY

RAV is a provider of a highly regarded Specialist Course in Couple Therapy (SCCT), including an internship program. The course is open to experienced counsellors in non-accredited form and to students of Swinburne University's Master of Social Science (Couple Counselling). As part of our partnership with Swinburne University, RAV provides the Specialist Course in Couple Counselling (Semester 1) and Live Consultation Program (Semester 2) in the second year of the master's program and clinical internships in the third year of the master's program.

The Program Leader and Clinical Supervisor position involves the provision of leadership on day to-day operational delivery matters and the supervision and oversight of sessional Trainers and Assessors and supervisors. The position is responsible for planning and reviewing course content and structure and for ensuring that the course maintains a contemporary edge informed by best available evidence. The position is responsible for preparing and delivering lectures, seminars and for assessing students as required. The position is also responsible for the coordination of the internship program including oversight of intern supervision, with the expectation of providing individual supervision to some interns.

Under the guidance of the Senior Manager Training and Development, the position is responsible for ensuring compliance with Swinburne University and liaising with internal and external stakeholders to ensure all course requirements are maintained.

A range of non-accredited courses, workshops and professional development activities are also linked with couple counselling and it is expected that the Program Leader and Clinical Supervisor would make contributions to the scoping and development of new training initiatives for RAV as

required and deliver ongoing. This includes supporting the content development of RAV's accredited training programs.

## KEY RESULT AREAS

Area	Tasks
Service delivery	<ul style="list-style-type: none"> <li>• Coordinate the delivery of couple counselling courses and other RAV courses and workshops as required with the support of the Training Services Coordinator.</li> <li>• Prepare and deliver lectures, seminars, tutorials, practical skills training classes, live demonstrations, and workshops.</li> <li>• Lead the couple counselling training programs and promote a high standard of professional performance, optimal levels of communication, collegiate support, and professional growth.</li> <li>• Develop and expand training initiatives and respond to requests for training from both within RAV and non-RAV sources as required.</li> <li>• Support the delivery of RAV's broader training services and customised training solutions, workshops as required</li> <li>• Development program content for RAV's broader training programs as required</li> <li>• Provide clinical support and content development support as required, to support RAV's broader accredited training programs as required</li> </ul>
Quality and compliance	<ul style="list-style-type: none"> <li>• Regularly review and update course material in line with research, evidenced based approaches, practice developments, and social trends</li> <li>• Ensure all courses meet Swinburne University guidelines and standards, and quality frameworks established by RAV.</li> <li>• Coordinate some of Swinburne University contract obligations and requirements, in consultation with the Senior Manager Kew for couple counselling programs and supported by the Training Services Coordinator.</li> <li>• Maintain learner, trainer, and assessment resources in order to meet compliance requirements for Swinburne University and RAV.</li> <li>• Ensure contemporary knowledge of regulatory higher education obligations, through stakeholder and networks, to enable proactive identification, development, and implementation of regulatory requirements.</li> </ul>
Student internships	<ul style="list-style-type: none"> <li>• Oversee the placement of students in RAV Centres as necessary.</li> <li>• Liaise with Training Services Coordinator to coordinate students and their placement centres for supervision groups.</li> <li>• Run placement seminars for students during their internships to facilitate case presentations and provide supervision as necessary.</li> </ul>
Stakeholder engagement (internal and external)	<ul style="list-style-type: none"> <li>• Develop and maintain effective and efficient strategic partnerships that relate to couple counselling which enhance RAV's training programs and capabilities to ensure RAV is recognised as a knowledge leader in this field.</li> <li>• Facilitate and foster the development of effective partnerships with work placement (internship) sites and intern supervisors to seek regular ongoing feedback and ensure effective placement support.</li> <li>• Work with managers and practice leaders within RAV to identify workforce training needs and contribute to raising the standard of clinical practice within the organisation.</li> <li>• Represent RAV when required in relation to couple counselling training to ensure RAV's programs and services are appropriately recognised externally.</li> </ul>
Policies, procedures and systems	<ul style="list-style-type: none"> <li>• Adhere to, and comply with RAV organisational policies, processes and procedures, using appropriate systems where required.</li> <li>• Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour.</li> </ul>

	<ul style="list-style-type: none"> <li>Proactively communicate, identify, report, assess OHS related risks and hazards within the centre(s).</li> </ul>
Continuous improvement	<ul style="list-style-type: none"> <li>Demonstrate commitment to the objectives of the team, centre and organisation and show considerable drive and effort in achieving work and organisational goals.</li> <li>Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team, centre and organisational goals.</li> </ul>
Other	<ul style="list-style-type: none"> <li>This position description is not an exhaustive list of responsibilities, and you will be expected to perform different tasks which fit with your skills, abilities and knowledge as may be necessary according to the changing business environment, services and the overall objectives of RAV.</li> </ul>

## REPORTING

Line manager:	Senior Manager Training and Development
Manages:	Nil
Key internal liaison:	Training Services Coordinator, Senior Manager Kew, clinical supervisors, Training and Development and Practice Quality and Evaluation (PQE) team(s)
External liaison:	Swinburne University, professional networks including industry liaison bodies, tertiary and vocational sector network bodies.
Note:	Reporting arrangements may change from time to time depending on business requirements.

## OUR VALUES

INCLUSIVITY	Treating all people equally.
RESPECT	Treating everyone with respect.
INTEGRITY	Behaving with integrity in all our dealings.
TRANSPARENCY	Being open and honest in our communications.
ACCOUNTABILITY	Using our resources responsibly.
EFFECTIVENESS	Providing high quality, effective services and maintaining the highest professional standards.
ADAPTABILITY	Proactively responding to change to meet the needs of the community.

## KEY PERFORMANCE INDICATORS (KPI's)

- Lead the preparation and documentation of all training sessions and workshops each semester in accordance with SCCT training requirements.
- Oversee the delivery of training sessions in accordance with SCCT training requirements.
- Ensure all student work is assessed as required by the course outline and in accordance with quality and compliance guidelines.
- Plan and review the delivery of the couple counselling training courses each year, ensuring compliance with RAV policy and procedures.
- Review and update all documentation for couple counselling courses each year in collaboration with the Senior Manager Kew.
- Review and update couple counselling course content each year to ensure quality and relevant service provision in collaboration with RAV PQE team.
- Oversee the placements of all couple counselling student interns each year in accordance with Swinburne guidelines and RAV policy and procedures.
- Prepare, document and deliver all student placement seminars each semester in accordance with training requirements.
- Maintain strategic and collaborative relationships with industry contacts and with RAV Operations, PQE team and Training and Development team.

## KEY SELECTION CRITERIA (KSC)

### Mandatory KSC:

- A Masters qualification in counselling, social work, psychology or related fields, or equivalent substantial relevant practice and training experience.
- Several years of full-time equivalent couple counselling experience.
- Substantial and successful experience in course design, delivery, assessment and evaluation in the tertiary and vocational sectors.
- Understanding of academic and vocational educational and training requirements, regulations and standards as well as ensuring compliance in relation to training services and products.
- Demonstrable capability to lead teams and to promote and model a high standard of professional performance.
- Demonstrated knowledge of contemporary research in education, training and counselling theory and practice and effectiveness research in couple and family therapy.
- High-level skills in written and verbal communication, negotiation, liaison, and collaboration.
- Ability to work independently and collaboratively in a team environment.
- Candidates with demonstrable skills, from previous experience with organisations and or culturally diverse client groups, staff and workforces or stakeholders are highly valued at RAV.
- Satisfactory National Police Check, Working with Children check and International Police Check (if applicable).

### Highly Desirable KSC:

- Aboriginal and Torres Strait Islander people, people with a disability or others from under-represented culturally diverse backgrounds are encouraged to apply.
- Vocational qualification related to couple counselling.
- Qualification and/or demonstrated experience in providing supervision.
- Membership or eligibility for membership, of organisations relevant to the position.
- Certificate IV in Training and Assessment.