



POSITION DESCRIPTION

TITLE	Clinical Supervision and Practitioner Pathways Lead
FUNCTION	Clinical Practice (clinical supervision, field education placements, interns, PAs, and support group volunteers)
REPORTS TO	Head of Clinical and Education Services
TERMS	<ul style="list-style-type: none">• This role is covered by the Social, Community, Home Care and Disability Services Award• This role is appointed at level 7.3• This is a permanent 0.8 appointment
LOCATION	Grief Australia promotes a flexible working environment with opportunities to work from a mix of office-based locations and home office base environments by agreement. Some travel to stakeholder locations, including universities, training and events, may be required.

Organisation Purpose

Grief Australia is an independent, not-for-profit organisation dedicated to better preparing Australians for grief and serving as a guiding voice through it. Our mission is to support grieving Australians through advocacy, evidence-informed practice and education.

Function Purpose

The Field Education and Volunteer Programs function develops and sustains a skilled, well-supported workforce of emerging practitioners and volunteers. We ensure that interns, Practitioner Associates and Support Group Volunteers contribute to the delivery of safe, compassionate and evidence-informed grief and bereavement services across Grief Australia's programs.

Role Purpose

The Clinical Supervision and Practitioner Pathways Lead ensures that Grief Australia's interns, Practitioner Associates, Field Education placement students and Support Group Volunteers are recruited, inducted, supervised and developed to a consistently high standard. The role is responsible for clinical supervision of counsellors within the broader team, coordination of university placement partnerships, and oversight of the Support Group Volunteer program. It exists so that every person in these pathways has the support, structure and skills to contribute meaningfully and safely to Grief Australia's mission.

KEY RESPONSIBILITIES & DUTIES

1. Clinical Supervision of Counsellors

Support the professional development and safe, high-quality practice of counsellors by providing regular, structured clinical supervision within Grief Australia's Clinical Practice team. Responsibilities include:

- Delivering individual and group clinical supervision sessions as required, in line with Grief Australia's clinical governance framework and supervision schedule.
- Facilitating peer consultation and reflective practice sessions to support continuous professional development across the counselling team.
- Supporting counsellors to process complex and emotionally demanding casework, including grief, trauma and bereavement, while maintaining appropriate self-care and professional boundaries.
- Maintaining the supervision register and making sure all documentation is accurate, complete and current.

2. Internship Program

Build the clinical capability of emerging practitioners by overseeing and delivering supervision for the Grief Australia Internship Program through a structured 12 to 18-month placement in grief and bereavement counselling. Responsibilities include:

- Conducting induction and orientation for all incoming interns in accordance with the Internship Agreement, confirming WWCC, police check and professional registration requirements before client contact commences.
- Delivering the required 20 hours of individual and 10 hours of group clinical supervision per internship cycle, and facilitating case presentations and reflective practice sessions in line with the Internship Agreement.
- Monitoring intern progress against program milestones and completion of 15 hours of grief-informed professional development training, and providing timely feedback using structured reflective tools.
- Identifying and managing any performance or wellbeing concerns, escalating to the Head of Clinical and Education Services as appropriate, and contributing to internship program review and continuous improvement.

3. Student Placements

Provide well-structured, compliant and educationally sound placements by coordinating Grief Australia's student placement program and managing relationships with university partners. Responsibilities include:

- Developing and maintaining relationships with field education coordinators and academics across partner universities, negotiating placement agreements and confirming scheduling in line with program capacity.
- Maintaining the placement register, including hours logs, learning plans, supervision notes and assessment documentation, making sure all records are accurate, complete and filed in a timely manner.
- Liaising with university contacts about student progress, concerns and completion, meeting each institution's placement requirements and submitting assessments by agreed deadlines.
- Identifying opportunities to expand or strengthen the student placement program in line with Grief Australia's strategic and workforce development goals.

4. Practitioner Associate Program

Enable Practitioner Associates to deliver high-quality, evidence-informed grief and bereavement counselling under clinical governance by coordinating and overseeing the Practitioner Associate volunteer program. Responsibilities include:

- Confirming all Practitioner Associate onboarding requirements, including WWCC, police check, current professional registration with PACFA, AASW, APS, ACA or AHPRA and a signed Practitioner Associate Agreement, before any Practitioner Associate commences client-facing activity.
- Providing regular supervision and structured support to all active Practitioner Associates, maintaining supervision records in the Practitioner Associate register and supporting ongoing engagement through the 12-month commitment period.
- Supporting Practitioner Associates to pursue Certified Bereavement Practitioner status and ongoing professional development, and contributing to program review, policy maintenance and continuous improvement.

5. Support Group Volunteer Program

Provide safe, inclusive and well-held group environments for participants by coordinating and supporting Support Group Volunteers who co-facilitate bereavement support groups alongside Specialist Grief Practitioners. Responsibilities include:

- Recruiting, screening and inducting Support Group Volunteers, confirming WWCC, police check and a signed Volunteer Agreement before any volunteer engages in group facilitation.
- Making sure all Support Group Volunteers complete required training before their first group, including grief-informed practice, group facilitation support, emotional safety and Grief Australia's Code of Ethics and Conduct.
- Coordinating pre-group briefings and post-group debriefs, providing monthly supervision or structured check-in support, and maintaining the volunteer register with up-to-date records of attendance, supervision and compliance documentation.
- Reviewing Support Group Volunteer role documentation, training resources and policies at least annually, and contributing to continuous improvement of the volunteer program in line with Grief Australia's values and clinical governance framework.

6. Team and Organisational Contribution

Strengthen a values-aligned team culture and support Grief Australia's broader mission by actively contributing to organisational life and quality processes. Responsibilities include:

- Modelling reflective practice, ethical conduct and professional standards consistent with Grief Australia's Code of Ethics and the Social Contract (www.grief.org.au/social-contract).
- Contributing to divisional planning, quality reviews, team meetings and case presentations as required by the Head of Clinical and Education Services.
- Complying with Grief Australia's national clinical governance framework, policies and procedures, including mandatory reporting obligations, privacy requirements and work health and safety responsibilities.
- Championing Grief Australia's diversity, inclusivity and reconciliation commitments, and contributing to an equitable and culturally safe environment for staff, volunteers, interns and clients alike.

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications in counselling, social work, psychology or a related discipline, and current registration with PACFA, AASW, APS, ACA or AHPRA.
- Demonstrated experience providing clinical supervision to counsellors or allied health practitioners, with the ability to support both individual growth and safe clinical practice.
- Formal training or accreditation in clinical supervision.
- A sound understanding of grief and bereavement literature and evidence-informed practice.
- Experience coordinating field education placements or internship programs, including liaison with universities, management of placement agreements and maintenance of supervision registers.
- Demonstrated ability to coordinate and support volunteers, including induction, ongoing supervision, compliance management and fostering a positive and engaged volunteer culture.
- High-level verbal and written communication skills, with the ability to engage effectively with interns, Practitioner Associates, Support Group Volunteers, university partners and internal stakeholders.
- The ability to maintain accurate, timely records and manage placement and volunteer documentation in line with Grief Australia's clinical governance and privacy requirements.
- A commitment to Grief Australia's values of diversity, inclusivity, empathy and compassion, and to the Social Contract and reconciliation commitments.

Highly Desirable

- Certified Bereavement Practitioner status, or active pursuit of this credential.
- Experience in support group facilitation or peer support, with familiarity with both online and face-to-face group formats.
- Experience developing training resources or professional development materials for emerging practitioners or volunteers.
- Lived experience of grief or bereavement, and the reflective capacity to draw on this appropriately in a supervisory or training context.

Personal Attributes

- A reflective, ethical practitioner who models professional standards for others.
- Sound judgement and composure when supporting people through complex and emotionally demanding work.
- A supportive, developmental supervisory style that helps others grow in confidence and skill.
- Strong organisation and follow-through across multiple programs and compliance requirements.
- A commitment to learning and to developing your own practice alongside those you supervise.

WHAT WE OFFER

Salary and conditions: This role is classified under the Social, Community, Home Care and Disability Services Award at level 7.3 and is offered as a permanent part-time appointment at 0.8 EFT. As a not-

for-profit, Grief Australia offers salary packaging, which allows you to receive up to \$15,900 of your salary tax-free each year, plus an additional \$2,650 for meal and entertainment expenses.

Flexibility: We support a flexible working environment, with the opportunity to work across a mix of office-based and home-based locations by agreement, along with your standard leave entitlements and flexible arrangements that suit a part-time role.

Meaningful work: You will shape the next generation of grief and bereavement practitioners. Your supervision and support help interns, Practitioner Associates and volunteers contribute safely and well to the people we serve.

Culture and team: We are a values-driven team that works closely together and holds high standards of reflective, ethical practice. We bring empathy, inclusivity and compassion to our work with clients and with one another.

Growth and development: We offer access to professional development, an Employee Assistance Program and the opportunity to grow your expertise in clinical supervision, field education and volunteer program leadership in a well-supported environment.

We encourage applications from people of all abilities and are committed to making reasonable adjustments to support you through the recruitment process and in the role.

GRIEF AUSTRALIA'S DIVERSITY STATEMENT

Grief Australia acknowledges the Traditional Custodians of the lands on which we live and work and pays respect to their Elders, past and present. We recognise that connection to land, culture and community shapes the experience of grief in ways that are profound and distinct, and we are committed to improving access to quality grief and bereavement care for Aboriginal and Torres Strait Islander peoples, families and communities. This commitment is expressed through our Reconciliation Action Plan.

Grief is experienced by all people, regardless of ability, age, culture, gender, race or sexual identity and different cultural identities shape how people process, express and seek support for their grief. Grief Australia welcomes and values that diversity. We are proud to support our LGBTIQ+ staff, clients and communities and are committed to ensuring our services are welcoming, safe and respectful for everyone. We strive to build a workplace where differences are embraced and where every person, whether a client, student, employee, or visitor, feels they belong.

SPECIAL REQUIREMENTS AND CONDITIONS

This position description reflects the role as it currently exists. As Grief Australia's work evolves, so may the responsibilities, priorities and focus of this role.

This role requires a current driver's licence, access to a private vehicle and reliable internet access for remote work.

All applicants must hold a current Employee Working with Children Check (WWCC) and a satisfactory National Police Check. Grief Australia works alongside people who are grieving and vulnerable, and these checks are a condition of employment that reflects our responsibility to every client, student and community member we serve.

This role provides clinical supervision and requires current professional registration to be maintained throughout employment, as well as adherence to Grief Australia's clinical governance framework and Code of Ethics and Conduct.

ACKNOWLEDGEMENT

As the incumbent of the position, I acknowledge the statement of duties, responsibilities and other requirements as detailed in this document. I acknowledge these are not intended to be an exhaustive list of the duties I may be required to perform, rather an indication of the kinds of duties that fall within the scope of the position. I acknowledge that the reporting structure may change over time, and it may affect this position.

Employee's signature: _____

Date: _____

