

Employee Position Description – Counsellor

Position Details		
Position Title: Counsellor	Department: Mental Health, Wellbeing and Engagement	Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022 OR Psychologists, Dietitians, Audiologists and Pharmacists (Victorian Stand-Alone Community Health Services) Enterprise Agreement 2023-2026
Reports To: Team Leader Mental Health	Location: Based at Lilydale and Belgrave. May be required to work across AccessHC sites or other sites within the region.	
Direct Reports: Nil	Employment Status: Contract until 30 th July 2027, Part-time 0.6 EFT	Classification: Psychologist Grade 2 OR Mental Health Accredited Social Worker – SACS Level 5
Position Primary Purpose		
The Counsellor provides responsive, flexible and evidence-based therapeutic counselling and psychological interventions for adults aged 65 years and under who are experiencing mental health challenges. The role includes comprehensive assessment, treatment planning, risk assessment and management, and the delivery of person-centred interventions that support improved mental health and wellbeing. Working within a multidisciplinary, trauma-informed and recovery-oriented framework, the clinician collaborates with clients, families where appropriate, referrers and service partners to develop care plans, build coping strategies and resilience, and support clients to achieve their treatment goals.		
Decision Making Authority		Key Relationships

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Decisions made independent of Manager In accordance with the organisation's Delegation of Authority	Internal • Manager Mental Health • Team Leader • Mental Health & AOD program staff • Other programs within AccessHC – Child & Family, GP's, Allied Health External • External GP Referrers • Community health and primary care services • Allied Health Managers and Teams of local partner organisations- Community and Acute
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Key Accountabilities	
Focus Areas	Responsibilities
Clinical Service Delivery	• Provide high-quality mental health supports to AccessHC clients in accordance with relevant policies, procedures and practice guidelines. • Identify, assess, plan and implement effective interventions for clients and, where relevant, their families that: ○ are client-directed, collaborative and consultative ○ promote independence, resilience and enhanced quality of life • Provide service coordination, consultation and regular feedback to referrers and relevant agencies through case liaison, high-quality assessment, review and discharge reports, and communication with external agencies. • Maintain timely, accurate and high-quality documentation of all clinical service provision and case recording. • Advocate for clients where required, including supporting completion of relevant documentation. • Build and maintain networks with agencies and stakeholders to support and advocate for coordinated client care.
Teamwork, Quality Improvement and Professional Development	• Participate in team and service planning, health promotion activities, policy development and project activities as required. • Contribute to AccessHC's continuous quality improvement program, including the development of new practice models and community development approaches.

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Key Accountabilities	
Focus Areas	Responsibilities
	• Maintain a commitment to ongoing professional development, complete annual mandatory training, and remain up to date with developments and trends in community health. • Contribute to a culturally safe environment for staff, clients and the community, in line with AccessHC's commitment to cultural diversity and inclusion. • Ensure AccessHC services are accessible and client-focused, and are developed, delivered and evaluated in partnership with the diverse communities we serve.
Governance and Compliance	• Act in accordance with AccessHC's policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position • Participate in mandatory training requirements to support the delivery of a safe and effective service • Comply with documentation and data reporting requirements. • Participate in file audits and peer review processes as required.
Workplace Health and Safety	• Act in accordance with health and safety policies and procedures at all times • All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct
AccessHC Values	• Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Respect, Innovation and Quality</i>

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Selection Criteria	
Mandatory Selection Criteria items • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check • Professional Registration Key Selection Criteria items • Tertiary qualifications in psychology, social work, counselling or a related mental health discipline. • Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Psychologist, or eligibility for accreditation with the Australian Association of Social Workers (AASW) as a Mental Health Social Worker. • For counselling-qualified applicants, current registration or eligibility for registration with a recognised Australian counselling professional body, such as the Australian Counselling Association (ACA) or the Psychotherapy and Counselling Federation of Australia (PACFA), is required. • Demonstrated experience in mental health assessment, formulation, treatment planning and delivery of individual and group interventions. • Sound understanding of clinical governance, risk assessment and risk management frameworks. • Demonstrated ability to maintain client records in accordance with relevant legislation, standards and organisational requirements, including the use of electronic data systems for reporting and service planning.	Attributes we value • Possess a positive, innovative and professional therapeutic style. • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Ability to work independently and as part of a multi-disciplinary team • Ability to work autonomously, make decisions, organise a workload, set priorities and meet deadlines • Demonstrated high-level written and oral communication skills • Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint) • Willingness to expand your current skillset to meet the needs of the service • Demonstrated behaviours consistent with AccessHC values • Ability to work creatively and safely with consumers from diverse backgrounds, including LGBTIQ, CALD and Aboriginal and Torres Strait Islanders
Our Commitment to Diversity and Inclusion Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, people of all genders and sexualities, and people with lived and living experience. We recognise the strength, resilience and ongoing contributions of First Nations peoples and are committed to advancing reconciliation through our employment, service delivery and organisational practices. All compliance requirements will be assessed on a case-by-case basis, and a criminal history does not automatically exclude an applicant from employment. All applications will be treated confidentially.	

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Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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