



## POSITION DESCRIPTION

Position title:	Family Counsellor
Time fraction	Part time / 22.5 hours per week
Position holder:	
Position reports to:	Manager, Family and Relationship Services North West
Program:	Parenting Orders Program
Location:	Footscray

### MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

*"I have come so that you may have life and have it to the full"*

{John 10:10}

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

### POSITION PURPOSE

Assist separated families to deal with problems and conflict that are affecting child contact arrangements.

### POSITION ACCOUNTABILITIES

- Offer counselling to separated parents and their children.
- Run information sessions and education groups for parents and their children.
- Act as a consultant in Child Inclusive Family Dispute Resolution practice.
- Develop and maintain a broad understanding of the Family Law Act (1975), amended 2006, and to operate at all times with a cognisance of the provisions of the Act.
- Facilitate referrals to appropriate services and organisations.
- Prepare reports as required.
- Maintain quality client case files.
- Recording of statistics as required for CMS Penelope and uploading to the DSS Data Exchange for client evaluation purposes.
- Attend relevant internal and external meetings, including case conferences and staff meetings.
- Participate in clinical supervision.
- Participate in activities to promote personal and professional development.
- Help with the promotion of the Parenting Orders Program.
- Other job related duties as assigned.

### **Quality & planning**

- Actively promote and undertake quality improvement activities.
- Ensure a culture mindful of risk management, health & safety at all times.

### **Other duties**

- Other duties, consistent with the position, as required and directed.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Degree in Psychology, Counselling, or Social Work.
- Post graduate studies in couple therapy or family therapy highly regarded.

### **Experience**

- Eligibility for membership of A.P.S. or A.A.S.W.
- To possess sound knowledge and understanding of the Family Law Act (1975), amended 2006, and to operate at all times with a cognizance of the provisions of the Act.
- Proven track record in relationship and family counselling.
- Knowledge of, and experience in working with individuals and families from indigenous and culturally and linguistically diverse communities.
- Demonstrated skills in working with rural communities.
- Strong understanding of a variety of theoretical frameworks and intervention strategies (knowledge of solution focused and narrative therapy and single session therapy highly regarded).
- Good written and verbal communication skills.
- Commitment to and skills in working in partnership with clients, colleagues and other organisations.

### **Competencies**

- Excellent communication, decision making, problem solving, advocacy and negotiation skills.
- Ability to work effectively in, and contribute to, a positive and productive team environment.
- Commitment to the values of CatholicCare.
- Excellent prioritization and time-management skills to meet deadlines, and manages own time effectively.
- Sensitivity to the confidentiality and specific nature of the work.
- Commitment to and skills in promoting innovation and continuous improvement.
- Commitment to and participation in professional supervision.
- Demonstrated capacity to actively seek out opportunities for personal and professional development.
- Experience/skill using the Microsoft Office Suite.

### **Other requirements**

- A Victorian Driver Licence.
- A current Police Check assessment, and International Police check (if you have lived overseas for 12 months continuously in the past 10 years).
- A current Working with Children Card.
- Working Rights in Australia.

## JOB SCOPE

Roles reporting to this position:	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Key stakeholders – internal:	<ul style="list-style-type: none"> <li>• Regional Manager of Counselling and Family Services</li> <li>• CatholicCare team members and counselling staff</li> <li>• All CatholicCare employees.</li> </ul>
Key stakeholders – external:	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Community members</li> <li>• Partnering and referring agencies</li> </ul>
Budgetary accountability:	<ul style="list-style-type: none"> <li>•</li> </ul>
Confidentiality of information:	<ul style="list-style-type: none"> <li>• High</li> </ul>

## JOB CONDITIONS

The incumbent in this role is authorised to act as a family counsellor on behalf of CatholicCare in accordance with section 10C(1)(b) of the Family Law Act.

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.

## SIGNATURES

Employee:	Date:
Senior Manager/Director:	Date:
Director Human Resources:	Date: