



metro assist

POSITION DESCRIPTION

Registered Psychologist or Child & Family Counsellor

Position Title	Registered Psychologist or Child and Family Counsellor
Employment Status	Part Time Fixed Term (14 hours p/week)
SCHCADS Award	SCHCADS Award
Reporting to	Family Service Manager
Directly Supervising	Nil
Work Area	Bankstown , Liverpool, Fairfield and Inner West LGA's
Office location	Campsie (primary) Ashfield and Condell park (secondary site)
Date Prepared/Updated	2020

Position Summary

The primary role of the Psychologist/Counsellor is to improve child and family outcomes for children at Risk of Significant Harm, and individuals and families with complex needs and/or vulnerabilities by;

- Enhancing child safety, parent capacity and family function;
- Working as part of a multi-disciplinary team in the formulation and review of case plans, and effective design and evaluation of services/programs; and
- Provision of consultations, assessments and therapeutic interventions.

These services will incorporate the trauma informed approach to help address parent child relationships and family concerns, in an early intervention and preventative context.

The Psychologist/Counsellor will champion collaboration with other staff and agencies to ensure a holistic and outcomes based approach for young people and families, working closely with Family Team Caseworkers as required.

The role will include other duties including care coordination support to young people, individuals and families, facilitation of groups, intake, community engagement work, and maintaining data and reporting requirements. This position will also have a role in ongoing service development.

Key Challenges

There are ongoing improvements within the child protection system resulting in practice reforms at the Department of Community and Justice (DCJ) District level. This has resulted in a stronger child-centred understanding and establishing closer working relationships between the DCJ, TEI, and Brighter Futures Lead Agencies. Families are being referred into the TEI and Brighter Futures programs with increasingly complex needs. Understanding and responding to cultural differences is important to successfully engaging families with the program.

Families are being referred into the Brighter Futures and Inner West Family program with increasingly complex needs. The Psychologist/ Counsellor will carry a caseload to provide intensive and specialist support in meeting the needs of individuals/families with intensive or complex needs.

Conditions

Employment for this position is subject to a Working with Children and Police check, and maintenance of your professional registration with The Australian Health Practitioner Regulation Agency (AHPRA) and The Australian Psychological Society (APS) or Full membership of AASW (Australian Association of Social Workers) or clinical membership of PACFA (Psychotherapy and Counselling Federation of Australia) is essential.

Core Requirements

CORE RESPONSIBILITIES	ROLE REQUIREMENTS	KEY PERFORMANCE INDICATORS (KPI)
<p>Vision, Mission and Values</p>	<ul style="list-style-type: none"> • Has an enhanced working knowledge of Centre Vision, Mission, Values and the community context. • Detailed working knowledge of other relevant teams and other functions within the organisation. 	<ul style="list-style-type: none"> • Understands and articulates significance of Centre’s Vision and Mission and follow organisational values in day to day work. • Make effective contact across the sites for program information collection and dissemination. • Feedback from client surveys and stakeholders is positive. • Adheres to identified targets in program work plans, funding agreement and KPIs.
<p>Practices / Safety / Standards</p>	<ul style="list-style-type: none"> • Adheres to Policies and Procedures, Code of Conduct and all relevant government legislation (eg: WHS) and relevant standards. Adopts a professional approach to practice including: Financial and general accountability. • Adheres to TEI and BF program guidelines and recommended work practices. 	<ul style="list-style-type: none"> • Is conversant with organisation’s procedures, Codes of Conduct and relevant legislation and safe work practices. • Participates in risk assessments. • Feedback from clients and stakeholders is positive. • Applies understanding of the organisation’s policies and procedures, code of ethics and safe work practices. • Understands the legislative framework protecting children and young people, such as mandatory reporting, and adheres to program guidelines governing funded programs. • Has an appropriate clearance under Working With Children requirements and a National Police Check.

<p>Leadership/Teamwork</p>	<ul style="list-style-type: none"> • Assists team leader with the formal leadership and learning of less experienced team members. • Demonstrates to other team members a high level of motivation and sustained discipline to provide a high level care and/or support for clients with a variety of complex requirements. • Participates in providing solutions to problems associated with specific areas of responsibility including family case conferencing, case reviews, monthly supervision and one on one supervision for successful outcomes. • Establishes and maintains positive working relationships with colleagues that are fair, professional, supportive and respectful. 	<ul style="list-style-type: none"> • Participates in planning and implementing team activities in timely and effective manner. • Provides on-the-job coaching to students and volunteers. • Adheres to timeframes identified in work plans and makes timely responses to team issues. • Feedback from team members and supervisor is positive. • Demonstrates initiative and participates in team problem-solving. • Adopts a collegiate approach to complex cases and work management. • Participates in case conference to contribute to discussion towards collaboration, problem solving, issues and needs addressed towards successful outcomes for the clients. • Advocates effectively on issues impacting children, young people, and families with guidance by Family Services Manager.
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Recommends changes to quality procedures and standards that impact across work areas. • Identifies opportunities for improvement. • Provides a reference point based on years of experience. • Advice and assistance is provided for using precedent and knowledge of past complex issues. 	<ul style="list-style-type: none"> • Contributes to innovative & strategic thinking to the programs to: improve services, resolve any concerns, and for funding and commercial opportunities. • Attends appropriate and relevant training, professional development, conferences and forums to provide feedback and attends training within Metro Assist when requested. • Identifies the needs of clients with a variety of complex needs and contributes to the development of family and child/ren care plans that include the provision of multiple services.

		<ul style="list-style-type: none"> • Identifies and recommends changes to procedures, protocols and work systems, both internally and across relevant external services. • Participates in service reviews, development and planning functions. • Contributes to discussions around program knowledge, trends and best-practices. • Adapts readily and positively to changes in procedures, protocols and work systems.
Interpersonal Skills and Communication	<ul style="list-style-type: none"> • Deals regularly with correspondence or enquiries from professional firms and senior managers of external centres. • Can assist others to resolve conflict. • Effectively collaborates with other areas. • Uses positive engaging techniques. • Has a network of contacts in other work areas. 	<ul style="list-style-type: none"> • Communicates effectively and in a timely manner with clients, stakeholders, and respects confidentiality. • Adheres to organisational protocols relating to conflict resolution and adopts feedback from stakeholders and clients. • Contributes relevant information for reporting. • Feedback from internal and external stakeholders is positive.
Experiences/Qualifications/ Professional Development	<ul style="list-style-type: none"> • Relevant tertiary qualifications, knowledge and experience. Is capable across the full range of competencies required at this level of work. • Registered with Australian Health Practitioners Regulation Agency (AHPRA) and the Australian Psychological Society (APS) or Full membership of AASW (Australian Association of Social Workers) or clinical membership of PACFA (Psychotherapy 	<ul style="list-style-type: none"> • Presents and provides certified copies of qualifications insurances and experience as part of the recruitment process. • Participates in professional development opportunities in accordance with Metro Assist P&P guidelines.

	<p>and Counselling Federation of Australia). Provide evidence</p> <ul style="list-style-type: none"> • Maintenance of professional indemnity insurance. 	
FUNCTIONAL RESPONSIBILITIES		
Person Centred Practice	<ul style="list-style-type: none"> • Working in partnership with individuals and their families and/or significant others by involving them in the planning, goal setting, delivery and evaluation of program/service. • Programs are person centred and designed for the individual and family's priorities and needs, family beliefs and values and are responsive to their cultural preferences. • Deliver programs that are strengths based; building on pre-existing strengths which strengthen the overall functioning of the individual and their family unit. • Deliver programs that are embedded into the individual and family's everyday routines. • Responsive to family satisfaction and adapts service as required. 	<ul style="list-style-type: none"> • Identify and document individual and family strengths, needs and priorities. • Individual and family expectations/needs are met. • Can identify local community services. • Delivery of an outcomes based framework and person centred approach within the program. • Adopts strengths/person centred/evidence based approaches when working with families and groups with evidenced outcomes achieved.
Assessments & Intervention	<ul style="list-style-type: none"> • Provision of face to face clinical counselling to clients. • Conducts comprehensive assessments and needs analyses of children/young persons and their carers. 	<ul style="list-style-type: none"> • Work collaboratively with carers, caseworkers, school personnel, and other external professional services to identify a tailored program to support families' individual circumstances. • Provides professional face to face clinical counselling to clients including family therapy to support families' individual circumstances.

	<ul style="list-style-type: none"> • Identify the supports required by carers to promote attachment, reparative parenting and trauma recovery. • Tailors therapeutic approaches, behavioural interventions and family therapy to achieve positive outcomes for clients. 	<ul style="list-style-type: none"> • Administer, interpret, and report on assessments where required in collaboration with relevant stakeholders to develop an appropriate treatment plan.
Relationships & Collaboration	<ul style="list-style-type: none"> • Work alongside individuals to develop, deliver and evaluate tailored programs to support families' individual circumstances. • Work alongside other internal and external professionals to develop, deliver and evaluate individual programs and ensure consistency across environments. • Where required works in collaboration with Family Caseworkers based on complexity of presenting needs with the intention of building client capacity. 	<ul style="list-style-type: none"> • Provide information, support materials and services to enhance family's overall capacity as well as the growth and development of the individual. • Demonstrates the use of individual's and/or family's own resources to build capacity. • Identify a tailored program to support families' individual circumstances. • Contributes to effective case support where required including sharing of resources to enable the client to achieve goals and outcomes. • Develop/implement resources and training packages for caseworkers and clients to strengthen individual and family capacity.
Compliance/Reporting	<ul style="list-style-type: none"> • Maintain client file, notes and records in a manner consistent with Metro Assist Policy, legislative requirements and program guidelines. • Participate in the design, implementation, monitoring and evaluation of the Inner West Families programs. • Psychological report writing as required. • Compliance with APS Board of Ethics. 	<ul style="list-style-type: none"> • Maintenance of efficient reporting on client assessment and treatment. • Compliance with Metro Assist policies and procedures, and with AHPRA and APS Board of Ethics requirements in maintenance of client confidentiality and record keeping. • Documents case studies which identify the practice, outcomes and benefits of an intervention. • Provide reports and recommendations to the Family Service Manager as directed.

		<ul style="list-style-type: none"> • Maintain and update all internal and external (DCJ) online reporting tools that fall in line with the Brighter Futures and TEI program. • Ensure that all reporting and case files (paper based and electronic) are of the highest quality standard, case notes are thorough and entered into data reporting portals regularly, and data is protected to ensure client's information is confidential. • Ensure that all data reports and KPI's (internal) and funding agreements (external) are achieved.
Professional Development	<ul style="list-style-type: none"> • Participate in Metro Assist training. • Seek professional development outside Metro Assist as required. • Keep up to date with evidenced informed best practice. • Participate in professional development to ensure your professional registration is maintained as applicable. 	<ul style="list-style-type: none"> • Takes responsibility for maintaining own professional registrations and insurances (provides evidence). • Actively participates and shares experiences and professional knowledge. • Actively participates in Supervision and establishes goals.
<u>Special Projects/Tasks</u> As and when required by [CEO/Manager/Team Leader]	<ul style="list-style-type: none"> • As and when required by the supervisor/Manager work on specific project/event related to the core functions. 	<ul style="list-style-type: none"> • Satisfactory completion of tasks/role within defined Scope, specification, time frames and budget.

Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Metro Assist Limited's policies and procedures. Issues can be resolved without reference to your immediate supervisor but matters which are outside the policy framework or which may potentially escalate to the detriment of Metro Assist Limited must be reported to your immediate supervisor.

Relationships

Internal

With:

1. Family Service Manager
2. Corporate Services Manager and Administration Officer
3. HR Manager
4. Finance Team
5. CEO

Purpose

1. Direct line of reporting and will require regular updates on program and HR matters as they arise or are requested.
2. Administration responsibility including building, leasing, phones, IT, any other administration responsibility, Marketing and promotion.
3. In direct communication with your manager you will be working with HR on any HR related matters.
4. Timesheets and any leave related matters, payment requisition, grant allocation and acquittals.
5. When requested to attend strategic planning, and operational matters within the organisation.

External

With:

1. Department of Community and Justice (DCJ) CPO and other representatives within DCJ

Purpose

1. Attending interagency, forums, service reviews and other DCJ related meetings.

Date Prepared/Updated *September 2020*

Approved *CEO*

Acknowledgement

I acknowledge the following:

- I have read and discussed this position description with my manager; and
- I understand the position objectives, key tasks, responsibilities and performance standards.

Employee Name: _____

Employee Signature: _____

Date: _____