



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Team Leader, Counselling
<b>PROGRAM:</b>	Therapeutic Services & Capacity Building
<b>STATUS:</b>	0.9 FTE - Ongoing
<b>REPORTING TO:</b>	Manager, Therapeutic Services & Capacity Building
<b>LOCATION:</b>	615 St Kilda Road, Melbourne. From time to time the incumbent may be outposted to other THH sites or outposted to collaborating centres
<b>CLASSIFICATION:</b>	VAC Employment Agreement April 2014 Social Worker Class 3, SACS Level 6

### 1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTI organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For the past 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Now, our work has moved beyond Victoria and Thorne Harbour Health is responding to a broad range of issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTI communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

#### **Our Vision**

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

#### **Our Mission**

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation please visit our website [www.thorneharbour.org](http://www.thorneharbour.org)

## **2. PROGRAM CONTEXT, ROLE & FOCUS**

The Counselling program, Alcohol and Other Drugs programs, Family Violence services and Capacity Building make up the Therapeutic Services and Capacity Building team at Thorne Harbour Health.

Our Counselling Service provides therapeutic counselling to individuals and couples, as well as group programs. These specialist services target the LGBTI community and people at risk of, living with or otherwise affected by HIV or Hepatitis C. The counselling team includes therapists (both paid staff and volunteers) with Counselling, Psychology and Social Work qualifications with training in different therapeutic modalities.

Our Family Violence service works with both LGBTI community members who are victim/survivors of violence in their relationships and those who use violence in their relationships. Interventions provided include counselling, case management, therapeutic group work and both victim/survivor and perpetrator brokerage.

Our Alcohol and Other Drugs team works from a harm reduction framework and provides individual AOD counselling, peer support and education, casework and group programs to assist people to cease their substance use or reduce the harms associated with their substance use. These specialist services target the LGBTI community and people at risk of, living with or otherwise affected by HIV or Hepatitis C.

All clinical staff in Therapeutic Services have appropriate qualifications in human services work. All staff are expected to participate in regular clinical supervision. Additional group supervision is provided to clinicians who provide services to people who use violence in their relationships.

Thorne Harbour Health's Capacity Building program develops and delivers education and training initiatives that aim to improve sector capacity to work more knowledgeably and affirmatively with LGBTI community members. The training and capacity building we offer ranges from; alcohol and other drug services, relationship and family violence, trans and gender diverse health and mental health, HIV prevention and disability inclusion.

## **3. POSITION ROLE AND RESPONSIBILITIES**

The Counselling Service aims to support positive change with clients who are at risk of, living with or otherwise affected by HIV or Hepatitis C and/or LGBTI through the delivery of evidence-based therapeutic individual, couple and group counselling interventions to clients and their families.

The Team Leader Counselling role also includes ongoing liaison and partnering with other services in the organisation and with external service providers to facilitate client access to needed services, to support the realisation of positive health and well-being outcomes.

The Team Leader Counselling has a key role in shaping the future direction of the Counselling program, contributing to the development of therapeutic services, and ensuring the Counselling Service engages meaningfully with other parts of THH and makes best use of internal and external resources and opportunities.

Key roles and responsibilities of the Team Leader, Counselling are as follows:

### **Therapeutic counselling**

- Lead the delivery of high quality, evidence-based, therapeutic counselling relating to the health and well-being of individuals, couples and groups who are people at risk of, living with or affected by HIV, Hepatitis C and/or LGBTI on a wide range of issues

- In collaboration with client(s):

Determine details of the type and duration of counselling interventions required to address the therapeutic needs of the client, building on the plan provided at intake and assessment

Deliver evidence-based psychosocial interventions including but not limited to brief interventions, trauma-informed practice, strengths-based therapy, narrative therapy, systems therapy, crisis intervention, rights/advocacy approaches, group work and use of a social model of health.

Undertake exit planning

- Maintain a small clinical caseload
- Lead the design of group programs and provide co-facilitation of group programs, within areas of expertise
- Ensure the Counselling team maintains accurate records, client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Ensure achievement of performance targets in the Counselling service as set and work within Program guidelines
- Work within THH privacy policy and adhere to all THH policies and procedures, including professional codes of practice

### **Capacity building**

- Provide secondary consultation to providers who work with PLHIV and/or LGBTI clients in the public and private sectors, focusing on issues specific to the Counselling Service client group and strategies for effective engagement with them.
- In collaboration with the Manager – Therapeutic Services and Capacity Building, lead the ongoing development of the organisation's LGBTI disability inclusion plan, including overseeing grant funded projects linked to the aims of the plan.
- Contribute to the development and delivery of training programs directed at building sector capacity
- Contribute to the delivery of community education programs and resources aimed at building awareness of key issues in counselling
- Network with external organisations and proactively seek to partner in service delivery and advocacy activities

## **Professional liaison and consultation**

The Counselling service provides an important opportunity for sector development and the Team Leader Counselling will model and advocate for appropriate sector responses for clients with who are at risk of, living with or otherwise affected by HIV or Hepatitis C and/or LGBTI. The success of this aspect of the Team Leader Counselling's role is dependent on productive and professional relationships with internal and external collaborators.

- Maintain effective and collaborative relationships with service providers (both internal and external to THH) to ensure effective service responses to client need.
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and agency partners
- Take a lead role in team planning, steering / reference groups and working parties both internal and external to the organisation
- Act as a representative in forums and related interagency meetings as required
- Maintain regular communication and feedback with the Manager Therapeutic Services and Capacity Building to initiate and support ongoing service improvement

## **Leadership and participation**

The success of the Counselling Service relies on the energy, capacity, and contributions of staff who operate in a supportive and learning environment. Staff will engage, contribute, learn, and shape the services going forward.

- Work collaboratively with the AOD Team Leader, Family Violence Team leader, Capacity Building Program Coordinator and the Manager Therapeutic Services and Capacity Building, along with staff from other parts of THH, to lead operational processes that support service delivery
- Take a lead role in Therapeutic Services and Capacity Building, contributing ideas and suggestions to support service innovation and program development
- Work with senior management and lead staff to enhance the provision of quality and effective counselling services and allied services that will benefit the client groups
- Provide clinical supervision to individual staff in the Counselling service
- Work co-operatively with Counselling staff to plan, implement and regularly review professional development programs and supervision arrangements
- Ensure professional codes of practice and ethics are in place and adhered to within the Counselling service
- Actively participate in ongoing professional development activities, including individual and group supervision and by attending relevant training
- Support student placement and volunteer programs and supervise students as requested
- Undertake other duties as directed in support of the organisation and its objectives

## **Operational management**

- Monitor data collection, records management and reporting to ensure that they meet requirements of THH and requirements of funding bodies
- Work with the Manager Therapeutic Services and Capacity Building, to undertake recruitment, workload management, retention and performance review of staff and volunteer counsellors in the Counselling program.
- Contribute to the development and maintenance of policies and procedures that reflect and guide the objectives and operations of the Counselling Service

## **4. KEY SELECTION CRITERIA**

### **Qualifications**

1. Relevant tertiary qualification in health or welfare, such as social work, psychology, counselling or psychotherapy
2. Membership (or eligibility) of a relevant professional association (e.g., AASW, AHPRA, APS, PACFA, ACA)

### **Skills and experience**

1. Knowledge of and experience with evidence-based therapeutic frameworks suitable for THH counselling practice
2. Experience and competence in the design and delivery of face-to-face individual, family, or group counselling involving a diverse client group, ideally with people living with or affected by HIV, Hepatitis C, and/or from LGBTI communities and their families
3. Highly developed oral and written communication, organisational and administrative / reporting skills
4. Experience in project management, service planning and development, including service monitoring and evaluation
5. Experience in leadership in a comparable role
6. Capacity and willingness to contribute to a supportive and productive team environment
7. Demonstrated capacity to provide individual and group clinical supervision to staff and volunteers
8. Experience in advancing external partnerships, with service providers and other stakeholders, to enhance care pathways and build sector capacity

### **Desirable**

1. Demonstrated experience in one or more of the following areas:
  - Peer support frameworks within LGBT community
  - Facilitation of group programs
  - Design and delivery of training to professionals
  - Systemic advocacy
2. Current driver's licence

## **5. CONDITIONS OF EMPLOYMENT**

- Salary is paid in accordance with the VAC Employment Agreement 2014. The classification for the position is Social Worker Class 3, SACS Level 6. Paypoint commensurate with experience.
- Salary packaging is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee. This arrangement is available at Thorne Harbour Health.
- Employer's contribution to superannuation (9.5%) will also be paid.
- Conditions of employment are as stated in the VAC Employment Agreement 2014.
- The position is for 34.2 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- A Working With Children check is required for the position.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must either be Australian citizens, or have permanent resident status.

## **6. PROFESSIONAL SUPERVISION**

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

## **7. WORKPLACE HEALTH & SAFETY**

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

## **8. APPLICATION PROCESS**

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to [recruitment@thorneharbour.org](mailto:recruitment@thorneharbour.org)

For further enquiries please contact: Venetia Brissenden 03 9865 6700

Applications close Sunday 22<sup>nd</sup> September 2019.

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.