

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: CHILDREN'S COUNSELLOR

<b>Name:</b>	
<b>Position number:</b>	1533
<b>Award/Agreement:</b>	Pursuant to qualifications
<b>Classification:</b>	In accordance with qualifications and experience
<b>Site:</b>	Kangaroo Flat however the position may work from any Bendigo based BCHS site as negotiated
<b>Hours per fortnight:</b>	76.0 hours per fortnight
<b>Tenure:</b>	Twelve months fixed term
<b>Position description developed:</b>	February 2019
<b>Responsible to:</b>	Team Manager - Counselling and Mental Health Programs

PO Box 1121  
Bendigo Central  
Victoria 3552

**Central Site:**  
Ph: (03) 5448 1600  
Fax: (03) 5441 4200

**Eaglehawk Site:**  
Ph: (03) 5434 4300  
Fax: (03) 5441 4200

**Kangaroo Flat:**  
Ph: (03) 5430 0500  
Fax: (03) 5441 4200

**Elmore Primary Health:**  
Ph: (03) 5432 6001  
Fax: (03) 5432 6101

### Our Vision

Better Health and wellbeing across generations.

### Our Mission

Working hand in hand with our community to achieve healthier lives.

### Our Values

- **Respect**  
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**  
We recognise and promote accessible, safe and holistic health care as a basic human right.
- **Integrity**  
We are authentic, accountable and we honour our obligations.
- **Innovation**  
Through continuous learning, we ensure an agile, responsive and sustainable service.

### Position Role

The role of the position is:

1. Provide intake, mental health assessments, counselling interventions and psycho educational programs to a range of consumers and community members with a specific focus on children aged of four to twelve years.
2. Provide initial and ongoing assessment of consumer needs, including identifying any presenting risk factors.

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3. Provide therapeutic interventions across the ages four to twelve with a specific focus on children that are integrated with other child and family services and facilitate therapeutic groups when identified as being in the best interests of consumers.
4. Work collaboratively within the BCHS mental health teams and related child and family programs as well as other BCHS programs and external agencies.
5. Contribute to the provision of mental health and counselling services through primary care programs funded through PHN and Medicare.
6. Using the ten (10) sessions model to gain the best possible outcome for the consumer as determined by the consumer/family and other professionals involved in their care.

### **Position Responsibilities**

The responsibilities of the position are:

- Provide individual clinical counselling and expertise to children between the ages of four to twelve with a mild to moderate mental health presentation.
- Provide clinical expertise and group interventions through a range of evidence based psychosocial interventions.
- Develop and document care plans in consultation with the consumer/s and their carers.
- Work with other programs and services, collaborating to gain the best possible outcomes for consumers as required or requested.
- Participate in clinical supervision, line management supervision, and commit to reflective practice related discussions with supervisors and peers.
- Participate in suitable training approved by Management
- Accurately record and document consumer and administrative information and collect and collate data within given time frames based on funding requirements.
- Contribute to service integration, team development and BCHS strategic goals while undertaking responsibilities of the position adhering to the BCHS policies and procedures, professional standards, relevant legislation (Children Youth and Families Act 2005) and Occupational Health and Safety legislation and requirements.
- The position is an independent role however works closely with other programs including: generalist counselling services and Child Health Invest and liaises with external agencies as required.

### **The Role of the Team**

The Counselling and Mental Health Programs team provides a range of services including Generalist Counselling, Culturally Sensitive Counselling, Primary Mental Health Clinical Care Coordination (CCC's), Access to Allied Psychological Services (ATAPS), Psychological Treatment Services (PTS) and Employee Assistance Programs (EAP). The service delivery includes assessment, individual and group therapy, case reviews, consumer referral, educational programs, service liaison, consumer advocacy and other tasks as identified to address consumer needs.

### **Key Selection Criteria**

#### **Essential**

1. A tertiary qualification and experience related to the role of Children's Counsellor.
2. Significant experience working with consumers across the age continuum four to twelve years.
3. Relevant accreditation or credentialing, enabling the provision of therapeutic services funded under Medicare and Primary Health Network (PTS, Mental Health Plans etc).

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4. Demonstrated skills in and knowledge providing therapeutic services informed by:
  - Trauma and attachment informed practices
  - An understanding of intergenerational poverty
  - Early brain development
  - Impact of family violence on children and families
5. Demonstrated experience in successfully delivering a range of evidence-based interventions, including individual counselling, group interventions (therapeutic and psycho-educational) - across the age continuum.
6. Highly developed assessment and engagement skills with children and their families.
7. Ability to manage a complex case load and provide a demand management function (with support) as required.
8. Demonstrated understanding of, and ability to maintain accurate and confidential records utilising an electronic Consumer Management System, as well as accurately recording targets and associated compliance documentation.
9. Excellent interpersonal skills and communication (verbal and written) skills.
10. Demonstrated ability to work as a member of a multidisciplinary team and evidence of competence in providing integrated care.
11. A current Working with Children Check.

### Desirable

1. Intermediate to high level skills in Microsoft Office programs. (depending on position may need expanding, may be essential)
2. Demonstrated experience building relationships and partnerships with other services and programs to optimise outcomes for children/youth.

### Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### Staff Review and Development (SRD)

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.*

#### Self-Management:

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

#### Communication and Team Work:

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.

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- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

### **Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

### **Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### **Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide counselling and group work with demonstrated positive outcomes for consumers through comprehensive assessments, case planning and clinical reviews.
- Show evidence of an integrated service delivery approach for consumers.
- Demonstrate a commitment to professional development and attendance at all provided supervision.

### **Diversity and Culture:**

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

### **Child Safety:**

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

## **Other Essential Requirements**

### **Staff will:**

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

## BENDIGO COMMUNITY HEALTH SERVICES

**BCHS believes that “Quality is everyone’s business, safety is my responsibility”**

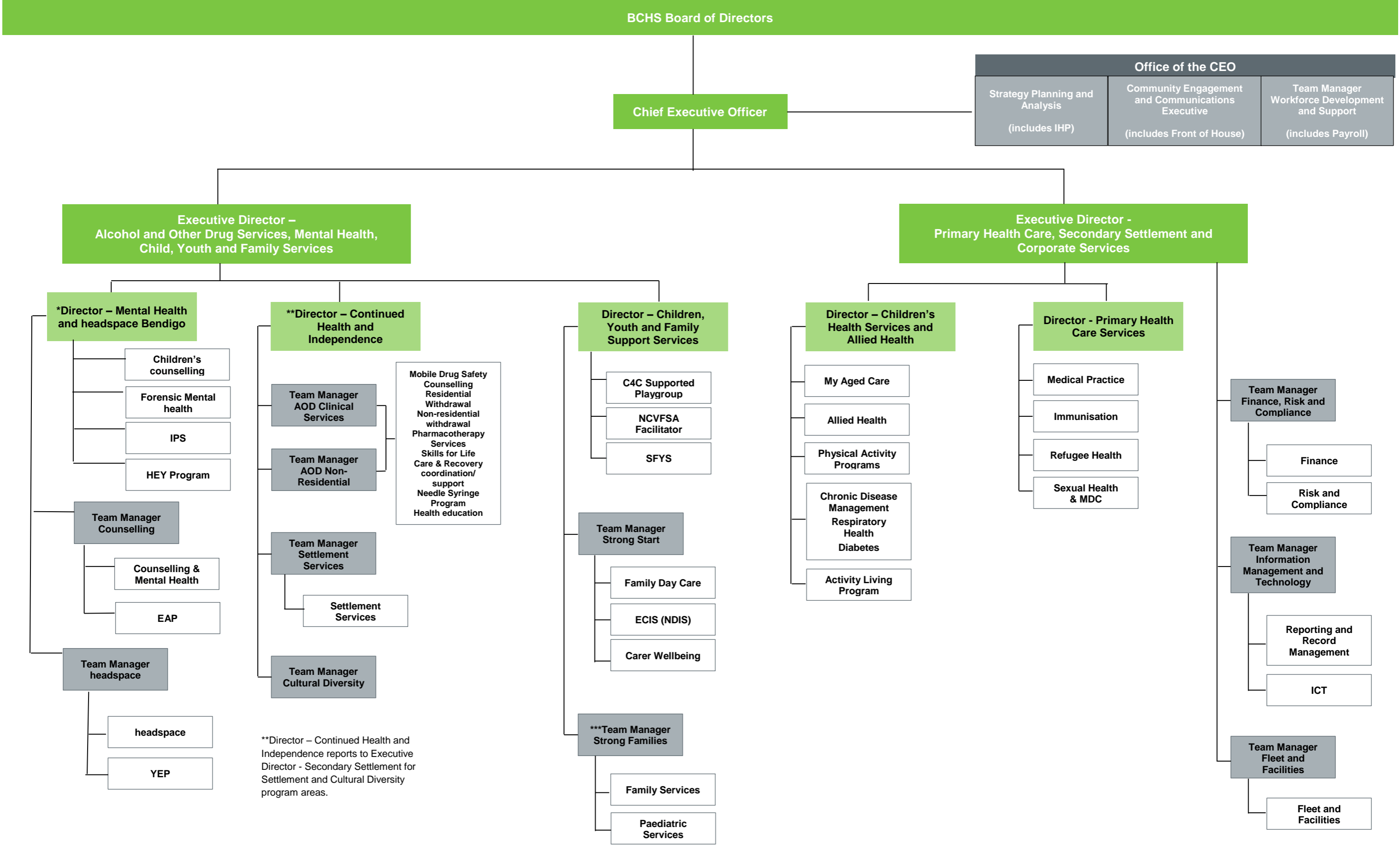
Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

### Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Peter Richardson  
Executive Director

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Agreed: Children’s Counsellor



\* We are lead agency for headspace Bendigo

\*\*\*Team Manager Strong Families reports to Director – Children’s Health Services and Allied Health for Paediatric Services.