

JOB DESCRIPTION FORM

1. POSITION DETAILS

Title: Link-up Counsellor

Holder:

Start Date: January 2008

Salary: \$45-60K p.a. depending on qualifications and experience

2. KEY RELATIONSHIPS/COMMUNICATIONS

Supervisor: Senior Link-up Caseworker

Positions directly Supervised by Position: Nil.

Internal customers: Nil

External customers: Aboriginal and Torres Strait Islander Peoples seeking family.

External suppliers: Other link-up services across Australia.

3. PRIMARY PURPOSE OF THE POSITION

The main role of the Link-up Counsellor is to:
Facilitate healing and improvements in the wellbeing of Aboriginal and Torres Strait Islander people and their families who have been affected by past policies and practices of forced removal. This will be achieved through the provision of professional and confidential counselling.

4. **SPECIFIC RESPONSIBILITIES**

The Link-up Counsellor is required to assist Aboriginal and Torres Strait Islander People and their families affected by past policies to improve their emotional health And wellbeing by performing the following:

4.1 **Counselling and Support**

- Providing counselling and support for Aboriginal and Torres Strait Islander People who are tracing and/or locating their families and/or planning a reunion;
- Offer a broad range of counselling services which includes trans-generational grief, trauma and relationship counselling, to all clients who are engaged in the family tracing/reunion process;
- Establishing and maintaining a referral network of professional counsellors, psychologists, psychiatrists, traditional Healers, and other relevant health professionals; and
- Referring clients to other services as required, including non-government organisations, mainstream mental health and alternative services such as drug and alcohol services.
- Develop and implement the required healing support workshops for clients in various forms such as: group counselling & individual counselling.

4.2 **Promotion and Professional Development**

Promote the Kimberley Link-up Service and community awareness of related social and emotional issues by:

- Participating in outreach service delivery and in the delivery of community education plans;
- Promoting community awareness and education about the history and social, emotional and health impacts of forcible removal;
- Conducting outreach and public information sessions on the Kimberley Link-up Service;
- Participating in national networks, conferences and other relevant taskforces; and
- Attending professional development training courses on counselling and other areas related to the social and emotional wellbeing of Link-up clients.

Administration

Contribute to the effective delivery of the Kimberley Link-up Service by:

- Maintaining paper-based and electronic client records.
- Keeping accurate counselling notes and files.
- Ensuring secure management of all program files and compliance with applicable privacy legislation and policies; and
- Establishing and updating a referral list of other relevant health professionals;

Occupational Health and Safety

To contribute to the provision of a safe health work environment by:

Observing and complying with the organisation's policies and procedures;
Attending relevant training including workshops, conferences when required;
Participating in regular clinical supervision and debriefing sessions.

Kimberley Stolen Generation Aboriginal Corporation (KSGAC)

- When required participate in and with other KSGAC programs to provide the required holistic approach to counselling/support and healing.
- Ensure that the Cultural Respect Framework, in particular Cultural Security is maintained and adhered to when working with KSGAC in a holistic Approach to counselling.
- Participate in all KSGAC team meetings, including Kimberley Link-up Service staff meetings, Cultural events, planning sessions, student visits, etc.
- Reporting to Senior Link-up Caseworker, Chairperson (KSGAC) as required.
- Duties as required by Senior Caseworker and Chairperson (KSGAC).

Selection Criteria

Essential

1. Formal tertiary or vocational qualifications in counselling, psychology, mental health or a related area; the minimum qualification is Certificate 1V in these areas, and/or currently studying within a recognised counselling course;
2. Must have a sound knowledge of the removal/separation of Aboriginal and Torres Strait Islander people from families, and the effects of that removal including a comprehensive understanding of contemporary Aboriginal and Torres Strait Islander issues.
3. Demonstrated effective communication skills including the ability to write the required case notes for case management purposes and including report writing skills and an ability to communicate effectively with Aboriginal and Torres Strait Islander people and others.
4. Demonstrated counselling skills with experience and knowledge of social emotional and mental health issues which may include culturally appropriate healing methods, and trauma and grief counselling, and a basic knowledge of Narrative Therapy practices.
5. Ability to work as an effective team member of a team and a willingness to refer clients to other services when necessary;
6. Competence with computers, especially word-processing and database software; and including a willingness to abide by the policies and procedures of Kimberley Stolen Generation Aboriginal Corporation.
7. Demonstrate an understanding of Aboriginal and Torres Strait Islander ways of working.
8. Ability to maintain a high level of sensitivity and confidentiality.
9. Availability to travel on work purposes.
10. An unrestricted "C" Class Motor Vehicle Driver's License.
11. Ability to obtain or possession of current police clearance and a working with children's check.