

# Position Description

Health and Wellbeing Counsellor

Position Title:	Health and Wellbeing Counsellor
Business Unit:	Health and Wellbeing Plus
Location:	All Locations
Reports To:	Senior Psychologist
Direct Reports:	Nil
Parameters:	Salaried
Date Prepared:	6 <sup>th</sup> July 2021
Approved By:	Senior Psychologist HWB+

*Health and Wellbeing Plus is part of the Joblink Plus family of companies. Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes. Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work. Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity. There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.*

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## Purpose of HWB+

The purpose of Joblink Plus family of companies is to believe in and provide support to all people, connecting them to the dignity and fulfilment made possible through education and meaningful work. As part of the Joblink Plus family, HWB+ supports this purpose by:

Providing therapies and interventions for service users who present with non-vocational psychosocial barriers that prevent their full participation in education and meaningful work.

Maintaining and delivering services that are evidence-based, accessible, inclusive, strengths based and trauma informed.

Initiating and developing projects that will benefit individuals, their families and communities.

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## Purpose of the Position:

HWB+ provides an integrated professional service to clients which supports them to achieve their personal and career goals, advocates recognition and respect for their diverse cultural backgrounds and individual needs.

## Position Responsibilities and Duties:

1. This clinical position involves the provision of assessment, evidence-based treatment, and case management services to clients of Joblink Plus referred to Health and Wellbeing to address identified drug and alcohol and/or mental barriers.

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2. Ability to establish relationships with people of various backgrounds, cultures and ages.
3. Use innovative, trauma informed, phase-based approaches to engage with clients to address the barriers getting in the way of them living their best life
4. Ability to navigate changes to trends within the mental health and community space.
5. Knowledge and understanding of relevant legislations and acts applicable to employment with Health and Wellbeing Plus and the field in which you work.
6. Maintain high standard of clinical record keeping and report writing.
7. Assist in the development and delivery of group programs to meet the needs of the cohort and organisational requirements.
8. Ensure appropriate security is applied to all client files.
9. Ensure compliance to the Australian Health Practitioner Agency Standards.
10. Receive regular clinical supervision as required by the agency guidelines.
11. Assist in the development, promotion and implementation of Health and Wellbeing projects across the Joblink Plus footprint for employees and participants from all programs.
12. Assess and diagnose the psychosocial, academically related, and mental health conditions of presenting clients
13. Provide individual and group counselling using a range of psychotherapeutic skills and interventions consistent with currently accepted best practice
14. Design and provide programs such as workshops and presentations.

## General Accountabilities:

1. Demonstrate the organisation's Purpose and Principles in practical terms.
2. Conduct duties in accordance with organisational policies, procedures and guidelines.
3. Demonstrate empathy for people from diverse and disadvantaged backgrounds.
4. Ensure consistent delivery of the highest level of customer service.
5. Deliver agreed outcomes, on time and in accordance with best practice principles.
6. Develop an organisation environment that values and rewards integrity, trust and innovation.
7. Promote and implement the principles and practices of Equal Employment Opportunity (EEO) and Workplace Health & Safety (WH&S).
8. Promote and implement the principles of personal accountability with relation to discrimination in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions.
9. Apply continuous improvement principles and practices to all aspects of operation.
10. Minimise the company's exposure to risk.
11. Maintain confidentiality in all Health and Wellbeing Plus operations.
12. Develop and maintain solid working relationships with your manager, team and key stakeholders.
13. Conduct all relevant administrative functions in a timely and accurate manner.
14. Perform other duties as directed (within the skill range of the employee).

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## Essential Competencies, Qualifications and Experience

<b>Skills &amp; Knowledge</b>	<p>Written and verbal communication, able to build rapport and sustain working relationships between clients and JPC's.</p> <p>Knowledge of drug and alcohol and mental health intervention options.</p> <p>Time management and meet deadlines.</p> <p>Conduct research &amp; analysis.</p> <p>Problem solving &amp; logical thinking.</p> <p>Sound judgement &amp; decision making.</p> <p>Administration, reporting, computer applications, MS Office Suite</p> <p>Extensive knowledge of and proven effective application of, evidence-based and best practice clinical interventions used in the drug and alcohol and mental health field, domestic violence.</p> <p>Understanding and awareness of ethical, moral and value driven decision-making processes.</p>
<b>Experience</b>	<p>Demonstrated experience working with people of various backgrounds, cultures and ages.</p> <p>Demonstrated understanding of and experience in the provision of evidence-based interventions to address client's individual drug and alcohol and/or mental health barriers to work.</p> <p>Demonstrated skills in behavioural and cognitive assessment and the ability to interpret results to help guide treatment.</p> <p>Demonstrated experience in the implementation and evaluation of evidence-base, behavioural and cognitive management and counselling intervention for adults and young people with co-morbid mental health and substance abuse problems</p>
<b>Qualifications and Licences</b>	<p>Tertiary qualifications in psychology, social work or other recognised qualification under the Health Professional Award.</p> <p>Registration with Australian Health Practitioner Regulation Agency or eligibility for membership of the relevant peak body/professional association</p> <p>Current C class drivers' licence</p> <p>Satisfactory Australian Criminal History Check</p> <p>Current and valid NSW Working with Children Check</p>
<b>Personal Qualities &amp; Behavioural Traits</b>	<p>Ability to collaborate with others; understands the behaviour, needs and concerns of others and uses this to work effectively with people across boundaries</p> <p>Builds collaborative relationships with internal and external clients and stakeholders</p> <p>Excellent communication skills; listens to others and conveys information clearly, accurately, logically and concisely</p> <p>To be reliable and have a commitment to fulfil the position</p> <p>Ability to establish and maintain appropriate personal and professional boundaries</p> <p>Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure</p>

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## Organisational Structure



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### Acknowledgement:

I acknowledge that I have read and discussed this Role Overview and understand my duties and responsibilities.

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Name

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Signature

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Date