

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Number:	1072
Designation:	Manager of Counselling Services
Project's:	Holding Children Together (HCT); Family and Relationships Services (FaRS)
Location:	Alice Springs
Responsible To:	Director, Alice Springs

2. STATEMENT OF RESPONSIBILITY

The manager will be responsible for two teams:

1. Holding Children Together (HCT) team who deliver therapeutic interventions for children who have experienced hurt or trauma and their parents and/or their significant carers. Service delivery includes individual, family and group work with a focus on early response and prevention strategies aimed at the needs of vulnerable children and families. The eligible age range for the children is currently 5-12 years but this may be extended to 17 years. Working partnerships with NTG Territory Families and other funders at the delivery level will be developed and maintained.
2. Family and Relationships Services (FaRS) team who provide counselling and relationship education services to individuals, couples, families and groups.

3. KEY EFFECTIVENESS AREAS

1. Oversee protocols and clinical practices for service delivery as outlined in the applicable service agreements and RANT standards of practice.
2. Coordinate general administration of the HCT and FaRS programs including the writing of reports, submissions and correspondence when required.
3. Provide regular individual line management meetings for the HCT and FaRS teams.
4. Provide individual and group supervision in counselling and other areas of clinical practice as required.
5. Maintain own counselling caseload.
6. Represent RANT and promote its services through professional and community networking, presentations, and other general public relations and promotional activities.
7. Participate in internal and external meetings as required.
8. Utilise computer systems to maintain client data records and to access RANT communication systems and information.

9. Evaluate and review practice and undertake specialist service development that expands the range of services available and identifies new market opportunities.
10. Facilitate relationship education courses (if and when appropriate).

4. SELECTION CRITERIA

Essential Qualifications:

- Tertiary qualification in Social Work, Psychology or Counselling/Therapist equivalent.

Essential Knowledge and Skills:

1. Eligibility for APS, AASW or other equivalent counsellor/therapist professional membership.
2. Demonstrated experience in management of staff including recruitment, retention and industrial relations issues and challenges.
3. Demonstrated leadership and team development skills and ability to manage a range of diverse projects.
4. Substantial experience in counselling adults and children.
5. Knowledge and understanding of trauma-informed practice including theories of child development, trauma theory and attachment theory.
6. Ability to undertake professional and community liaison and networking with the community, service providers and government agencies.
7. Ability to provide and monitor the clinical supervision of staff.
8. High level written and verbal communication skills including the ability to represent the programs and organisation externally.
9. Experience or sound understanding of the provision of culturally sensitive services to Aboriginal people.

Special Conditions:

1. Appointment to the position will be subject to a satisfactory National Police Check and Ochre Card.
2. Possession of a current NT current Driver's License.

It should be noted that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.

Basic Employment Conditions

Position: Manager Counselling Services

Probationary Period:	6 months
Place of Employment:	Alice Springs
Salary:	\$88 936.38 per annum pro rata (Level 7 Pay Point 1). As a Public Benevolent Institution (PBI) RANT can offer up to \$15,899 per annum of the salary, tax-free as a fringe benefit (Conditions Apply).
Superannuation:	9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992.
Hours of Work:	37.5 hours per week. 8:00am to 4:30pm Monday to Friday.
Annual Leave:	5 Weeks per annum pro rata. Leave loading of 17.5% will be payable on annual leave. Plus an additional 3 days of leave (without Leave Loading) between Christmas and New Year during the RANT Office Closure.
Personal Leave:	10 days per annum pro rata.
Professional Development:	Staff development in accordance with RANT guidelines (\$3,000 – total of 10 days study leave pro-rata). PD is accessible after three months of continuous service.
Staff Wellbeing Allowance:	\$200 per staff member per financial year as part of the organisation's commitment to improving the health of its employees, to be paid upon production of receipts.
Long Service Leave:	As per the NT Long Service Leave Act.
Other:	Ability to obtain a satisfactory Working with Children Clearance (Ochre Card) upon commencement. Satisfactory Police Criminal History Check. Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent.