



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Social & Emotional Well Being Counsellor	NY Enterprise Agreement 2012 Health Services Level 3 or 4 (depending on qualifications and experience)
PROGRAM:	SECTION:
Towilla Purruttiappendi	Social and Emotional Well Being
TENURE/STATUS:	LOCATION
Permanent	Murray Mallee region/Lakalinjeri Tumbetin Waal (LTW) Monarto 3 or 4 days Nunkuwarrin Yunti Wakefield St 1or 2 days
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Team Manager, Towilla Purruttiappendi	Towilla Purruttiappendi team members and SA Link Up staff

1. PURPOSE STATEMENT

Nunkuwarrin Yunti works to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status. The organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

Towilla Purruttiappendi (Healing Our Spirit) provides counselling and social health support services which assist people to deal with a wide range of issues including grief & loss, depression, domestic & family violence, family and/or relationship matters, and any other issues which impact on social and emotional well being. Other Social Health services include the provision of emergency assistance, advice and referral to other social support agencies and individual/family support and case management/planning. SEWB Counsellors provide support, counselling and education to clients affected by the removal or by intergenerational effects of forced removed with a priority to First Generation clients. SEWB Counsellors work closely with Link Up services in relation to family reunion support.

Under direction of the Team Manager the primary role of the SEWB Counsellor is to:

- Provide social and emotional well-being counselling services and group interventions to Aboriginal and Torres Strait Islander people who have been affected by past policies and practices of forced removal (Stolen Generations) in order to facilitate healing and improvements in well being.
- Participate in the planning, development, implementation and promotion of counselling services which enhance the coping capacity of Aboriginal and Torres Strait Islander families and individuals and which ensure that services are delivered in a culturally safe manner.
- Provide education/awareness presentations to the wider community in relation to social and emotional well being improvements for Aboriginal people.

2. KEY RESPONSIBILITIES/DUTIES

(Identify the significant services of work, which are the key outputs of the position)

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
Client Counselling & Support	<ul style="list-style-type: none"> • Ensure clients are treated respectfully, with their needs identified and managed in a professional manner. • Provide individual and family counselling specifically in regard to issues of grief, loss and trauma resulting from their removal from family. • Counsel and support clients in regard to any other issues impacting on their wellbeing. • Work collaboratively with Link Up Counsellors, Case Workers, other Nunkuwarrin Yunti staff and a wide range of external organisations. • Undertake home visits and outreach counselling at other locations when appropriate • Work with other Stolen Generation groups to either conduct or support healing programs and related activities. • Participation in reunion processes at the request of Link Up services whose function is family tracing and reunion, and referring clients to Link Up services for tracing and reunion services.
Promotion of Towilla Purruṯṯiappendi and SEWB Counselling Services	<ul style="list-style-type: none"> • Demonstrate a pro-active, confident approach to promoting Towilla Purruṯṯiappendi and Nunkuwarrin Yunti services to community groups, other agencies, conferences and delivering presentations when required. • Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general. • Involvement in healing activities for clients that strengthen cultural identities, individual capacity and community connections. • Actively participate in community and promotional events which support the social and emotional wellbeing of Aboriginal and Torres Strait Islander people.
Team & Organisational Activities	<ul style="list-style-type: none"> • Contribute to and support positive team morale. • Encourage a team approach to the development and provision of appropriate SEWB programs, planning and problem solving. • Actively and regularly participate in team planning activities and team meetings. • Actively develop and maintain effective internal and external networks in a professional manner. • Contribute to the development and implementation of Program policies and procedures. • Work collaboratively with and support other Nunkuwarrin Yunti colleagues and teams where required.

	<ul style="list-style-type: none"> • Contribute to strategic planning activities of the Program. • Participate in internal working groups, committees and organisational activities where requested and/or willingly volunteer to contribute to organisational activities
Professional Development	<ul style="list-style-type: none"> • Attend professional development training courses related to effective delivery of social and emotional well being services to clients. • Attend professional meetings as required (reflective practice, supervision multi-disciplinary, debriefing). • Participate in regular performance development reviews.
Administrative Activities	<ul style="list-style-type: none"> • Maintain timely and accurate documentation of counselling notes, consistent with professional standards. • Provide regular statistical and other reports as requested. • Ensure the secure management of client data and client files and compliance with privacy policies and legislation.

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- A recognised qualification in Narrative Approaches, Counselling, Social Work, Psychology, Mental Health or a related field. The minimum qualification is a Certificate IV from a currently endorsed training package in these areas.
- Demonstrated understanding of the history and effects of the forcible removal of Aboriginal & Torres Strait Islander children, and a comprehensive understanding of social and emotional well being issues affecting Aboriginal & Torres Strait Islander people.
- Demonstrated individual and group 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 skills.
- Experience in managing a clinical caseload of clients with high and complex needs.
- Experience or willingness to undertake training in group work and other healing activities
- Proven well developed written and verbal communication skills and the ability to communicate respectfully and effectively with Aboriginal and Torres Strait Islander people.
- Demonstrated experience in managing a diverse range of tasks and competing priorities, working with minimal supervision and working as a member of a team.
- Computing skills relevant to the position and competent in the use of information and communication technology including MS Office.

DESIRABLE

- A nationally recognised Diploma level or higher in a relevant field.
- Experience in working with Aboriginal people and/or communities.

4. APPOINTMENT CONDITIONS

Special Conditions and Status

- Full time – 38 hours per week
 - Some out of hours work may be required.
 - Some intrastate and interstate travel may be required.
 - Subject to 6 months satisfactory probationary period.
 - Appointment at Level 4 requires four years of demonstrated vocational experience in the relevant health field consistent with the position roles and responsibilities and registration with an appropriate professional body.
 - Appointment to this position requires the candidate to undertake training to a Diploma level qualification within 12 months of commencement.
 - Salary Sacrifice, Superannuation Employer contribution.
 - Current SA Driver's Licence and willing to drive in the course of work activities.
 - Appointment is subject to a satisfactory National Police Clearance Certificate.
- Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Enterprise Agreement.

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. OCCUPATIONAL HEALTH AND SAFETY

Follow defined occupational health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

EMPLOYEE STATEMENT:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____ Name	_____ Signature	_____ Date
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AUTHORISATION BY PROGRAM MANAGER

_____ Name	_____ Signature	_____ Date
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APPROVED BY CHIEF EXECUTIVE OFFICER

_____ Name	_____ Signature	_____ Date
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