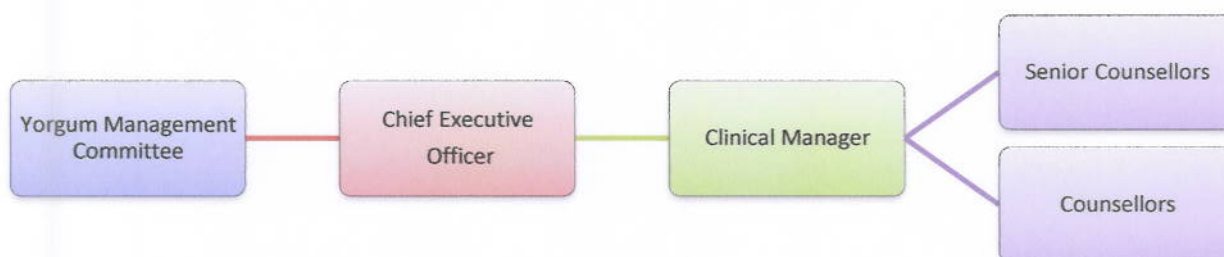
	<b>Yorgum Aboriginal Corporation</b>  <b>Clinical Program</b>	<b>Job Description Form</b>
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Title	Clinical Manager
Program Area	Clinical Team
Reports to	Chief Executive Officer
Work-type	Fixed Term – Full Time Fixed Term – Part Time
Conditions	<i>Aboriginal Communities and Organisations (WA) Interim 2011 [the Award]</i> Above Award Salary and leave provisions Salary Sacrifice

### Organisational Flow Chart



### Yorgum Aboriginal Corporation

Yorgum aims to offer Aboriginal people an autonomous, Aboriginal-specific community-based, counselling and referral service that acknowledges the impact of colonisation on Aboriginal people. We provide an environment to enhance the healing process for Aboriginal individuals and their families experiencing emotional distress; and working towards empowerment collectively and individually. At all times we operate within the framework of Aboriginal Terms of Reference.

### This Position

The position is the expert and Team Leader in counselling in the framework of Aboriginal Terms of Reference; it supervises Yorgum Counselling Service and provides professional leadership to the team and direct service to clients.

## **Accountabilities and Responsibilities**

### **Counselling and professional services**

- Provides leadership to staff to ensure counselling and support offered aligns with Yorgum procedures, Client Action Plans and service parameters.
- Maintains awareness of current clinical and best practice developments so Yorgum Counselling Services operate within the frameworks of Aboriginal Terms of Reference and clinical best practice.
- Program development and design.
- Monitors Client Action Plans within Yorgum Counselling Services to ensure they align to the professional counselling framework.
- Shows initiative, innovation and works with strong self-awareness and knowledge of Aboriginal issues to make maximum use of evidence based resources to address issues impacting on Aboriginal children, families, and community- including, but not limited to family violence and sexual abuse.
- Ensures that staff professional development is aligned with the strategic development and direction of Yorgum Counselling Services.

### **Planning and organisation**

- Monitors and allocates referrals for Yorgum counselling service.
- Monitors client referrals to other agencies for on-going support and coordinates interagency case management as required.
- Ensures the team keeps required records and maintains client data relating to service and outcomes aligned to privacy legislation, Yorgum policies and service delivery requirements.
- Collects local area statistics from Regional Centres, develops reporting tools and compiles regular reports for the CEO and funding agencies, both State and Commonwealth.
- Leads the development of the Work Plan to guide service delivery for Yorgum Counselling Services. Guides and develops service response, including innovative approaches aligned with best practice service design.
- Contributes, as part of the management team, to policy development and business planning for Yorgum with an emphasis on clinical services.
- Ability to set and manage budgets in accordance with program parameters as required.

### **Stakeholder liaison and engagement**

- Develops working relationships and partnerships with stakeholders important to Yorgum Counselling Services.
- Advocate on behalf of clients with other agencies, government and/or non-government organisations.
- Oversees services to ensure clients are appropriately referred to other agencies and participates in interagency case management meetings as required.
- Provides training and advice to other agencies to help address family violence and raise the profile of Yorgum Counselling Services.

### Team leadership

- Supervises and supports the Yorgum clinical team.
- Undertakes training needs analysis with staff to identify skills gaps and arranges training as appropriate.
- Contributes to clinical and corporate governance as part of Yorgum's management team.

### Team engagement

- Participates in Yorgum team and management meetings to ensure client receives holistic support from Yorgum.
- Supports other team members as appropriate and participates in Yorgum cultural activities.
- Contributes insight about counselling for Yorgum planning.



## SELECTION CRITERIA

- Aboriginality is a genuine occupational qualification (Section 50D EEO Act)

### Essential

1	Demonstrated ability to manage clinical and counselling services in the areas of family violence and sexual abuse, and other issues affecting Aboriginal people.
2	Ability to lead services and engage, empower and build strong working relationships with Aboriginal clients, relevant stakeholders, partners and colleagues whilst working within Aboriginal cultural ways of working.
3	Demonstrated strong communication skills (written, verbal and non-verbal) and an ability to communicate effectively with Aboriginal and Torres Strait Island people.
4	Demonstrated ability to supervise and manage a clinical team, including knowledge of relevant human resource practices.
5	Demonstrated ability in the use of Microsoft Office Suite of programs and database applications.
6	Relevant tertiary qualification in Psychology, Social Work or a related discipline and significant experience in a related field

### Essential Eligibility Requirements

The occupant of this position will require the following prior to appointment.

- Current C or A class driver's license
- Working with Children's Check
- National Police Clearance
- Be able to travel as required
- Be available to work outside standard business hours as required

### DELEGATED AUTHORITY:

SIGNATURE:



NAME:

Mandy Gadsdon

POSITION TITLE:

Chief Executive Officer

DATE:

28/6/2013