

Position Description

Position Details	
Title:	Family Relationship Counsellor
Grade:	Level 5, SCHADS Award
Employment status:	Part Time 0.6
Reports to:	Regional Manager, Western Region
Principal Location:	Geelong – 291 La Trobe Terrace, Geelong VIC 3220
Position Purpose:	To provide family counselling and psycho-education services to clients under provisions of the Family Law Act 1975. To provide Employee Assistance Program (EAP) sessions and Critical Incident responses to external organisations as directed.

Organisation Overview

Relationship Matters is a not-for-profit organisation that aims to promote healthy, respectful and fulfilling relationships within the Victorian community.

We provide a range of relationship services including:

- Individual counselling
- Relationship counselling
- Family therapy
- Relationship education programs
- Family dispute resolution and mediation
- Family Violence Prevention Programs
- Intercountry Adoption Family Support Service
- VicRoad Safe Driving Program

At Relationship Matters, we also recognise that work and life are intimately connected and we offer workplace services for employers and employees through Employee Assistance Programs (EAP) and our Business Services division, Relationship Matters in the Workplace.

Relationship Matters has been supporting the community through counselling and education for over 72 years and was established and supported by the Anglican Diocese over the years. Relationship Matters has a long history in marriage guidance and relationship counselling in Australia and is very proud to support marriage equality. Relationship Matters is now one of the largest providers of counselling and mediation services in Victoria, with nine physical sites in Metropolitan Melbourne and regional Victoria.

Relationship Matters' recognises relationships in all their diversity and our services are offered to individuals, couples and families regardless of, gender, religious affiliation, race, cultural heritage, sexual orientation or economic circumstance.

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Major Responsibilities

Counselling for Individuals / Couples / Families

- Evidence based intake, assessment and counselling
- Professional and ethical management of client case load
 - Provision of one evening shift per week
 - Maintain a minimum counselling session rate equivalent to 840 sessions p.a. pro rata for a full-time counsellor (i.e. minimum of 4 clients per 7.6 hours, including EAP services)
- Develop and maintain effective relationships with local organisations and referring agencies
- Active commitment to professional development, case presentations, peer support and supervision
- Provide assistance to the Coordinator Family Relationships in oversight and delivery of safe, timely and effective psycho-educational group programs
 - This contributes to the minimum counselling session rate
- Provide EAP services in consultation with the Workplace Service Manager
- Primary consultation with organisations where a critical incident has occurred, followed by intervention on-site or other venues as arranged with affected employees
- Identify and follow up risk issues as required
- Refer clients to internal (e.g. FaRS psycho-educational group programs, MBCP) or external (e.g. primary care, stepped care, specialist agencies) as appropriate
- Undertake additional duties as directed by management in accordance with grade

Data Collection, Administration and Reporting

- Client record management and information sharing complies with organisational, funding body and legislative requirements
- Ensure every interaction pertaining to each client is well documented within specified timeframes
- Assist in program review and evaluations, including any initiated by funding bodies

Continuous Quality Improvement

- Maintain compliance with current Relationship Matters' Policies and Procedures, including updates as relevant
- Use current organisational/program tools and templates as available on the intranet
- Maintain collective responsibility to ensure the Policies, Procedures, tools and templates remain evidence informed and fit for purpose, in consultation with Regional Manager and Executive Manager Clinical Practice and Outcomes

Workplace Health and Safety

- Comply with relevant legislation and organisational practices regarding workplace health, safety and environmental responsibility
- Participate in training, drills and procedures as directed
- Take reasonable steps to prevent risks to health and safety
- Report workplace incidents, hazards, accidents and emergencies in a timely manner to the OH&S Representative

Key Selection Criteria

Technical Expertise

- A minimum of 5 years' experience in counselling, with demonstrated understanding of contemporary methods of individual counselling, relationship counselling, psycho-educational group programs, client centred practice, risk assessment and safety planning
- Demonstrated understanding of the Family Law Act 1975 and the Family Violence Protection Act 2008
- Computer and financial literacy, with experience in fee-for-service consultancy
- Experience working with LGBTIQ+ communities, children, people who use family violence and/or victim survivors is highly desirable
- Experience in EAP counselling and critical incident responses is desirable

Personal Qualities

- Affinity with Relationship Matters values
- Demonstrated ability to work as part of a team and with autonomy and effective time management
- Generosity of spirit
- Highest ethical and professional standing

Qualifications

- Tertiary qualifications in Psychology, Social Work or similar field (Relevant post graduate qualifications highly desirable)
- Registration with relevant professional body

Terms and Conditions

- Salary will be negotiated according to qualifications and experience and in accordance with the Social Community Homecare and Disability Services Award 2010.
- The position is subject to ongoing funding and satisfactory annual performance reviews.
- A six month probationary period applies and will be formally reviewed with key responsibilities and success indicators as outcomes.
- Opportunity to access salary packaging according to Relationship Matters policy.
- Access to Employee Assistance Program.
- As an agency funded partially through the Commonwealth Department Social Services, all employees are required to sign an Oath of Confidentiality.
- Travel to the branches of the organisation, including some direct service provision from these sites and other locations, including travel at short notice.
- Out-of-hours critical incident responses when required.
- A current driver's licence is essential.
- Position is subject to maintaining a current Working with Children Check and a satisfactory National Police Check.

Acknowledgements

Position:	Family Relationship Counsellor		
Name:			
Signature:		Date:	
CEO:	Janet Jukes		
CEO's Signature:		Date:	
Probationary Review:	Six Months	Date:	