

Position Description

Position Details	
Title:	Mental Health Counsellor
Grade:	Level 5, SCHADS Award
Employment status:	Part-time 0.8 EFT (fixed term June 2025, with extension subject to funding)
Reports to:	Regional Manager, City and South East
Principal Location:	Frankston Branch – Suites 4-6, Level 1, 108-120 Young Street, Frankston VIC (with ability to also work from Caulfield site))
Position Purpose:	To provide Focused Psychological Strategies within the Accessible Psychological Interventions (API) program. To provide Employee Assistance Program (EAP) sessions and our diverse range of psycho-educational group programs, as well as 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 75 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' 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.

Program Overview

API services are flexible, brief and goal directed services that are intended to support clients with a mild to moderate mental illness who will benefit from individual, family and/or group provision of psychological interventions from allied health professionals. The range of interventions that can be delivered is consistent with those available under the Commonwealth's Better Access to Mental Health Care program. API services are available for population groups that are harder to reach or are underserved and cannot currently access private psychological services.

Therefore, the objective of API services is to address service gaps in the provision of psychological therapies for under-served and/or hard to reach populations, making optimal use of the available service infrastructure and workforce.

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 1050 sessions p.a. pro rata for a full-time counsellor (i.e. minimum of 5 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
 - Co-facilitate safe and timely psycho-educational group programs, in consultation with the Program Manager, Family Relationship Services
 - Provide EAP services in consultation with the Program Manager, Family Relationship Services
 - 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
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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
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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, Program Manager and Executive Manager Client Services
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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 2 years' experience in counselling (focused psychological strategies)
- Demonstrated understanding of client centred practice, risk assessment and safety planning
- Demonstrated understanding of the Mental Health Act 2014
- Computer literacy
- Experience working with Aboriginal people, people from CALD backgrounds, people with substance use disorders, children, people who use family violence and/or victim survivors is highly desirable
- Experience in psycho-educational group programs, 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 / Occupational Therapy / Mental Health Nursing
- Additional credentials in mental health (e.g. MHASW, BAMH endorsement OT)
- Professional registration with APHRA or AASW
- Provisional Psychologists are able to apply

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 of the Accessible Psychological Interventions (API) Program 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:	Mental Health Counsellor		
Name:			
Signature:		Date:	
CEO:	Maya Avdibegovic		
CEO's Signature:		Date:	

Key Selection Criteria			
Probationary Review:	Six Months	Date:	