



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

## About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



## **Expectation of Employees**

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

## **Employee Responsibilities**

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

## **Quality:**

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

## **Safety & Wellbeing:**

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



## **EACH Child Safe Commitment Statement:**

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

## **Key Selection Criteria**

### Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

### Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

### Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

### Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



## Part 2 - Addendum Early Years Specialist

This document explains the work of the Child and Family Counsellor in the Community health Program and the outputs they will need to deliver.

<b>Position:</b>	<b>Child and Family Counsellor</b>
<b>Directorate / Service / Program:</b>	<b>Community Health Paediatric and Counselling team</b>
<b>Industrial Instrument Name:</b>	<b>EACH SOCIAL AND COMMUNITY SERVICE EMPLOYEES ENTERPRISE AGREEMENT</b>
<b>Instrument Classification:</b>	<b>Level 5</b>
<b>Reports to:</b>	<b>Community health Counselling Clinical Lead</b>
<b>Effective Date:</b>	<b>April 2024</b>

### Key Deliverables

- Provide short to medium term counselling for children and their families with a range of issues.
- Supporting clients to identify goals, and then develop interventions and therapeutic plans, and review on a regular basis.
- Provide group programs for issues relation to parenting, anxiety or attachment/trauma in consultation with the clinical lead and manager.
- Undertaking risk assessment of children and safety planning with mindfulness to family violence. Mental health issues and drug and alcohol misuse.
- When risk is assessed, in a facilitative and consultative manner refer and follow up notifying authorities as mandated, in consultation with clinical lead and manager.
- Utilising evidence to inform clinical practice and take responsibility for maintaining up to date knowledge of childhood development and effective therapeutic interventions for children.
- Work collaboratively with the community health counselling team to inform the process for new referrals and development of plans and strategies where there are concerns about a child.
- Provide services that are culturally sensitive and inclusive.
- Provide services in a manner that meet targets set in consultation with Clinician lead and manager.



- Provide secondary consultation and support to other programs and teams within the Primary Care and community health paediatric and counselling program within EACH.
- Conducting assessments as required.
- Provide family consultation appointments to internal referrals with families where there are complex issues to identify their needs and priorities and develop a plan to facilitate their goals.
- Providing professional development to internal and external clinicians as negotiated with clinician lead and manager.
- Adhering to guidelines from the Clinician lead and manager regarding service delivery
- Developing and co-facilitating groups as required.
- Client documentation, files, case notes and information are compliant with EACH client record management systems policies and procedures.
- Work within EACH's policies and procedures and relevant quality standards.
- Participate in a culture of quality and innovation, ensuring alignment with EACH's existing quality improvement and accreditation systems.
- Provide services with align with relevant funding requirements.
- Attendance and participation at all team, program and relevant networking meetings.
- Provide supervision of students as negotiated with clinician lead and manager.
- Continual, ongoing commitment to professional development.

### **Qualifications and skills**

- Relevant Tertiary qualification
- Registration with AHPRA, AASW, AFTA or PACFA
- Current working with children's check.
- Current police check
- Current Victorian drivers licence
- Demonstrated ability with Microsoft Office and data input skills on TrakCare or similar client system.
- Demonstrated experience in the provision of counselling services to children and their families
- Demonstrated experience in conducting assessments and intervention
- Demonstrated understanding and experience in working with vulnerable children and their families
- Understanding of cultural issues and working with interpreters
- Demonstrated ability to prioritise and manage complex caseloads, work safely with minimal supervision and provide timely service delivery
- Experience in working within and across multidisciplinary teams
- High Level of communication, both written and oral, including report writing, workshop/conference presentations, liaison and networking skills
- A strong commitment to quality client service provision, excellence and innovation in work practices

### **Physical Requirements:**

- able to sit at a computer for up to 4-6 hours per day.
- ability to travel between EACH office locations.