

Position Description

Counsellor *(Parental Leave Cover)*

Accountable to	The Management Committee via the Manager
Delegation	All counselling team staff will report: <ul style="list-style-type: none"> • Directly to the Team Coordinator • To the Manager
Status	Temporary Part-time Contract role to April 30, 2027.
Hours of work	Minimum of 22.5 hrs per week
Award/Grade	SCHADS Level 6:1, unless otherwise negotiated
Position funding	NSW Health
Probationary period	All positions at BMWHRC are subject to a three-month probationary period

POSITION SUMMARY

BMWHRC Counsellors provide individual counselling services to women in the Blue Mountains or Lithgow LGA's, contribute to team activities, group work (if required), and to furthering women's health in the Blue Mountains. Priority of these services will focus on groups identified in the NSW Women's Health Framework 2019, as those experiencing disadvantage in access clinical, health and wellbeing services in their community.

All counsellors carry out the following duties:

- To provide a generalist, short term counselling and support service to women (an average of 6-8 sessions).
- To use brief solution focussed and other evidence-based methods of counselling, with the goal of empowering women to make informed decisions about their lives.
- To provide crisis counselling, support and referrals as necessary.
- To provide appropriate referral pathways within the service and to external services, as required.
- To provide input and support around development, planning and where required, co-facilitation & evaluation of therapeutic, educational and support groups for women in accordance with the Centre's current priorities.
- To be available to provide one-off counselling services for young women attending our Under 25's drop-in clinic, and to facilitate referral to central intake or other community services, as required.
- Develop counselling/therapeutic approaches that address issues for women stemming from violence, abuse and sexual assault.
- To provide casework, as required to address the needs of women experiencing domestic violence, trauma, grief & loss, and other issues impacting on their health and wellbeing.
- Work in collaboration with other staff at BMWHRC and other organisations to develop anti-violence activities that have a prevention focus and raise community awareness of violence against women.
- To undertake other research or other activities in accordance with the Centre's annual work plan.
- To attend intake and team review meetings with other counsellors and relevant staff, at the Centre.
- Undertake collection of data, statistics and reporting requirements, as directed by your Team Coordinator or Manager.
- To attend professional supervision in accordance with Centre policy.

BMWHRC CORE DUTIES FOR ALL STAFF

Refer to Appendix 1 for list.

SELECTION CRITERIA

Essential Criteria

Demonstrated skills in the following:

1. Degree level (or higher) qualification in counselling, social work or psychology from a recognised tertiary institution.
2. A minimum of 2 years' experience (full-time equivalent) counselling, assessment and referral of women of all ages on issues such as depression and anxiety, grief and loss, relationships, life stage changes, domestic violence, etc.
3. Experience in working within a short term, solution-based counselling framework.
4. Proven skills and experience in developing, facilitating & evaluating support, educational and therapeutic group programs.
5. Knowledge of domestic violence and sexual assault issues and how they impact on women's health
6. Experience in contributing to individual and systemic advocacy relating to key issues impacting women's mental health and well-being.
7. Sensitivity to the needs and issues affecting women from culturally diverse backgrounds, Indigenous women, women of different ages, backgrounds and diverse sexualities.
8. Capacity to work within a team framework including contribution to planning.
9. Strong record keeping and documentation skills
10. Understanding of feminist principles and working within a social view of women's health.
11. Ability to successfully complete the Working with Children Check.
12. Ability to successfully complete a National Police Criminal Check.

Desirable Criteria

1. Experience and/or training in drug and alcohol and mental health.
2. Experience working with young women regarding women's health, mental health.
3. Experience in building partnerships and collaborations.
4. Experience in working with women of different cultural backgrounds, ages, Indigenous women and diverse sexualities.
5. Proven history working in women's health.
6. A driver's license and comprehensively insured vehicle.

I have read and understood the contents of this Contract of Employment and Job Description.

In signing this contract, I agree to be bound by the terms and conditions contained within and abide by the duties as specified in the Job Description.

Signature of Employee: _____

Date: _____

Signature of Employer: _____

Date: _____