



INTAKE COUNSELLOR POSITION DESCRIPTION

Responsible to	The Management Committee via the Manager
Responsible for	The Intake Counsellor is responsible for the assessment, support and referral service for women seeking counselling at the Blue Mountains Women's Health and Resource Centre (BMWHR). She will perform the duties as described in this duty statement as well as those delegated to her by the Manager.
Delegation	The Intake Counsellor reports to the Manager
Status	Permanent Part-time
Hours of work	14 hours per week (over 2 days) with possibility of additional hours upon negotiation
Award/Grade	SCHADS Award Level 6:3 at \$54.19 per hour
<i>Exemption is claimed in accordance with the NSW Anti-Discrimination Act (1977) under Section 31 (2) (h) of the Act.</i>	

POSITION SUMMARY

To provide an assessment, support and referral service for women seeking counselling at the Blue Mountains Women's Health and Resource Centre (BMWHR). Liaise with other staff and provide client follow-up as required. Develop and utilise knowledge of local referral networks that exist in the Blue Mountains LGA.

The job responsibilities for all staff are to include but are not limited to the following:

1. To be familiar with and work in agreement with all Blue Mountains Women's Health & Resource Centre policies, procedures and philosophy.
2. To be committed to an inclusive health centre model that prioritises the target populations identified in the attached document labelled, '**Priority Populations**'.
3. To be punctual in keeping to the agreed work hours and to be prepared to work additional hours as may be required from time to time
4. To give notice as soon as possible to the BMWHR Manager if unable to work as scheduled.
5. To complete and participate in annual work appraisals.



6. To provide any required written and verbal reporting.
7. To maintain and update skills and knowledge in your area of expertise and women's health issues in general.
8. To report any suggestions, concerns, ideas or complaints to the Manager.
9. To organise, attend and participate in staff meetings, planning, training, and review days as scheduled.
10. To contribute to discussion about issues affecting women using the Centre by producing reports about trends in presenting issues and use of modalities as and when required by the Client Services Coordinator and/or the Manager.
11. To contribute to Centre culture and organisational development, including participating in policy development and team building activities.
12. To provide or contribute to groups, outreach services (Lithgow and Lower Blue Mountains) and or health education programs for women in the community as negotiated with the Manager.
13. To liaise with and work in partnership with other community agencies.
14. To keep accurate records and/or statistics of client service (individuals and programs).
15. To maintain quality assurance standards.
16. To liaise with other health professionals and, where appropriate, advocate for the provision of programs and services that address women's health needs.
17. To attend allocated de-briefing, professional and clinical supervision as directed by the Manager
18. To supervise students on placement, in negotiation with the Manager.

PART B: SPECIFIC POSITION RESPONSIBILITIES

Duties to include, but not limited to:

1. To provide an intake, assessment, and referral service for women seeking counselling, with Priority Populations given precedence.
2. Provide appropriate referrals to other BMWHRC services and other relevant services and agencies.
3. Provide appropriate follow-up of women referred to the Intake service.
4. Provide referrals to other Centre groups/activities and other community activities to link socially isolated women in with existing services and activities.
5. To record all occasions of service and client details on the Centre's client data base.
6. Familiarise self with the service network and other community activities in the Blue Mountains with particular attention to the wide range of services that women may need to access.
7. Undertake regular evaluation of intake and group activities.
8. To undertake other activities in accordance with the Centre's priorities.
9. To attend professional supervision in accordance with service policy.

SELECTION CRITERIA

ESSENTIAL CRITERIA

Demonstrated skills in the following:

1. Relevant tertiary level qualifications – in counselling, social work or psychology.
2. A minimum of 2 years' experience in working with women in a counselling/therapeutic relationship.
3. Experience in assessment and referral processes.
4. Knowledge of issues including domestic violence, sexual assault, child protection, intersectional feminism, and issues impacting Priority Populations, and how they impact on women's and children's health.
5. Experience in the delivery of trauma informed care.
6. Experience in contributing to individual and systemic advocacy relating to key issues impacting women's mental health and well-being.
7. Experience in record keeping and documentation skills.
8. Ability to successfully complete the Working with Children Check.
9. Ability and preparedness to work self-directed as well as part of a team.
10. Commitment to work within the philosophy of the BMWHRC women's health centre (i.e., recognition of women's right to self-determination, diversity and inclusivity).

Being female is considered a genuine occupational requirement of this position. Exemption is claimed in accordance with the NSW Anti-Discrimination Act (1977) under Section 31 (2) (h) of the Act. Ability to successfully complete the Working with Children Check and Nationally Police Check. BMWHRC also requires all staff to be fully vaccinated and provide evidence of vaccination.

DESIRABLE CRITERIA

- Experience working with young women.
- Experience and/or training in drug and alcohol and mental health.
- Experience in health promotion.
- Experience with working with women of different cultural backgrounds, ages, sexualities, and indigenous women.
- A driver's license and comprehensively insured vehicle.

Blue Mountains Women's Health and Resource Centre encourages applications from First Nations or CALD women.

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: _____