POSITION DESCRIPTION

TITLE OF POSITION Mental Health Counsellor

LOCATION Smithton.

APPOINTMENT .4 to .6 FTE negotiable, permanent part time with flexible hours/days.

SALARY RANGE Social, Community, Home Care and Disability Services Industry Award 2010, salary negotiable dependent on skills and experience.

REPORTS TO Service Coordinator

Purpose of the program
Rural Health Tasmania Inc. provide chronic disease management services under a coordinated stepped care model to address Mental Illness (child, adolescent, adult), Cancer, Circulatory Disease including CVD, Respiratory Disease including COPD, Musculoskeletal conditions and injury in the target communities; Smithton, King Island, West Coast, Circular Head, Ulverstone, Devonport and Waratah/Wynyard and Kentish

Purpose of the position
The Mental Health Counsellor is responsible for administering and delivering mental health services to individuals & families and conducting seminars & presentations in accordance with the coordinated stepped care model.

Scope
The Mental Health Counsellor reports to the Service Coordinator and is responsible to provide counselling and support services to individuals and families experiencing mental health issues. This may include confidential individual, family or group counselling, support for families dealing with mental health issues or referrals to treatment for individuals.
The Mental Health Counsellor will provide education to individuals and groups in the community with a focus on high-risk populations including youth. The Mental Health Counsellor will be familiar with other services and resources in the community and work closely with them to provide information and support when required.

**Essential Requirements**

- Relevant tertiary degree in behavioral or social science, psychology and/or counselling
- Specific expertise in relationship, trauma informed practise & mental health counselling
- Previous experience working with men and counselling couples, families and children
- Proven knowledge of child development, child protection, mandatory reporting, suicide prevention/ intervention and family violence issues.
- Understanding of the issues facing people in remote and rural communities.

**Selection criteria**

1. Provide mental health counselling and support to individuals, families and groups in the community

   - Answer phone calls and inquiries concerning available programs and services
   - Provide a safe and welcome environment for people to visit
   - Provide counselling to individuals about mental health and mental health issues
   - Provide counselling to families about mental health and mental health issues
   - Make home visits as requested
   - Accept referrals from individuals, families and agencies in the community
   - Provide group counselling, as requested
   - Maintain strict confidentiality guidelines regarding all clients, conversations and referrals

2. Provide community education, support and activities

   - Participate in youth programs
   - Coordinate workshops on mental health and mental health issues
   - Provide community education and support programs
   - Access and collect relevant information and resources
   - Distribute relevant information
   - Make visits and presentations to various groups and organisations
   - Access or develop promotional materials and information

3. Provide treatment referrals

   - Assist individuals to identify their need for treatment programs
   - Liaise with treatment programs
   - Assist clients to meet all requirements
   - Access funding for additional treatment programs as required
- Evaluate & report on the effectiveness of treatment programs
  - Liaise with community agencies and supports

4. Collaborate with community agencies

- Ensure ongoing contact with community groups and organisations
- Participate on interagency working committees
- Conduct case conferencing with other agencies
- Provide education by presentations and workshops, as requested
- Engage other agencies and organisations in programs and support

5. Administer mental health programs

- Maintain confidential written records of client interactions
- Create and maintain current and accurate records of the numbers of clients served and the issues
- Create and maintain notes about community contacts, presentations and workshops
- Maintain notes about suggestions for future presentations and programs
- Maintain a resource library of information about addictions, prevention and other related topics
- Secure the confidentiality of all interactions and records
- Conduct all tasks with regard to any and all relevant legislation, policies and procedures
- Perform other related duties as required

Knowledge, Skills and Attributes:

Knowledge
The incumbent must have proficient knowledge in the following areas:

- the causes and symptoms of mental health issues
- prevention strategies
- needs and risk assessment
- substance abuse
- family dynamics
- the impact of trauma
- an understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide
- case management and confidential record keeping practices
- individual, group and crisis counselling methods
- all relevant legislation, policies and practices
- program management and delivery
- program evaluation
- Social Determinants of Health

Skills
The incumbent must demonstrate the following skills:

- emergency response skills
- analytical and problem solving skills
- demonstrate good decision making in dealing with safety issues and with aggressive and/or intoxicated clients, if required
- mediation and negotiations skills
- conflict resolution skills
- effective counselling skills
- effective verbal and listening communications skills
- computer skills
- proficiency in using computer-based patient record systems
- effective written communications skills including the ability to prepare proposals, reports and policies
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills
- be able to manage his/her own case files on an independent basis
- be able to work cooperatively as a part of a team
- computer skills
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- stress management skills
- time management skills
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**Personal Attributes**
The incumbent must maintain strict confidentiality in performing their duties. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- maintain standards of conduct

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Please Email Application, CV and Cover Letter addressing the **Essential Requirements** in the selection criteria to kcardillo@ruralhealthtas.com.au

**Position Closes Friday 19th March 2020**
For more information, contact Karen Cardillo on (03) 6452 1266