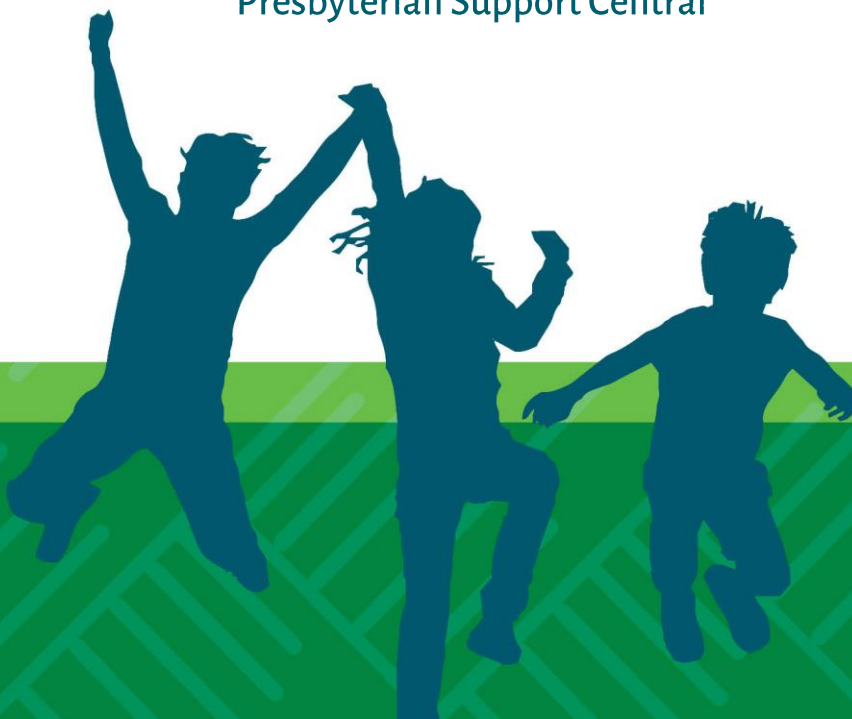




Counsellor Family Works

Presbyterian Support Central



Presbyterian Support
Central

Role specification

Role Title

Counsellor

Business Unit

PSC - Family Works

Location

Family Works Office

Reports to

Family Works Team Manager/Team Leader, as per site structure

Direct Reports

Nil

Purpose of the role

To provide counselling and related services to individual adults, couples, young people, families/whānau, groups and/or children in accordance with internal and external contract requirements and the needs of the communities in the region. This role may also involve facilitation of group work.

Organisational overview

Family Works is a family-focused social service agency supporting children, young people, families and communities to thrive and reach their full potential. We help families and whānau through challenging and confusing times to make positive lasting change. Family Works has a long history of supporting people from all walks of life. We've helped many children and families who have experienced trauma, family violence, separation, poverty, stress and anxiety, to have a safer and brighter future.

Our approach is flexible, responsive and non-judgemental and engages the whole whānau with services for both individuals and the family unit. Family Works services include social work and advocacy, counselling and therapy, family violence prevention and safety, mediation and dispute resolution, youth mentoring as well as parenting education and support.

Family Works along with Enliven, our aged care services, are part of the not-for-profit organisation Presbyterian Support Central (PSC). PSC is a charity incorporated under the Charitable Trusts Act 1957. While we operate as a separate entity to the Presbyterian Church, our name is a celebration of our beginnings, our heritage and the values we share.



Key Accountabilities

Counselling

- Provides counselling and related services to clients through:
 - An assessment of all referrals is completed, and a written client/worker contract is negotiated.
 - All external contract requirements are met or exceeded.
 - Contracts and audit requirements are complied with.
 - Clients report that they have been assisted towards achieving the goals in the client contract.
 - Ensure compliance with Presbyterian Support Central's ethics, code of practice, policies and procedures.
 - Relevant administrative records and case notes are kept and are available.
 - Meet pre-agreed service delivery hours and ensure collection of agreed fees for service.
 - Focus time and resources for the maximum impact on the greatest number of clients.
 - Adopt a proactive rather than reactive stance to the specific social needs of the local community.
 - Ensure accurate client and service delivery statistics are recorded and analysed.
 - Ensure delivery of counselling, and/or group work meets clients' needs in an ethical, and effective manner.
 - Support the development and implementation of current and new services and programmes
 - Participate in quality assurance audits relevant to own areas of work

Relationship Management

- Relationships with key stakeholders that include government, local authorities, schools, Parishes, Presbyteries and community leaders are developed and maintained.
- Family Work's programmes and services are promoted to local service providers and referrers

Community liaison

- Relationships with key stakeholders that include government, local authorities, schools, Parishes, Presbyteries and community agencies are developed and maintained.
- Family Work's programmes and services are actively promoted to local service providers and referrers.

Working in Schools

- Where the role includes school-based activity, in addition to the above,
 - Work directly with children, young people and their whānau in a collaborative therapeutic relationship to achieve goals.
 - Establish positive working relationships with school staff and other professionals from the wider community.



Group Facilitation

- Facilitates groupwork life skills/parent education courses, support groups and/or other agreed group programmes
- Group programmes are run according to plans, timetables and/or schedules
- Training resources are prepared for participants by following Master Programme Outline
- Appropriate method and medium of delivery is used in all situations.
- All programme documentation is completed.
- Course evaluation is carried out.
- Trainer/facilitator reports are written.
- Current programmes are regularly reviewed and updated as necessary.

Professional development

- Identifies own ongoing professional development needs in conjunction with their manager and ensures maintenance of own professional standards.
- Works under supervision of an approved supervisor.
- Identifies and attends relevant professional events.
- Meets the requirements of Social Work Registration

Other Duties

- Undertake other duties as requested by and mutually agreed with the GM Family Works to meet business needs of the Family Works Centre and/or strategic business unit

Health, safety and wellbeing

- Support organisational health, safety and wellbeing initiatives
- Supports a culture of wellbeing at PSC
- Role model good health and safety practice and behaviours
- Report all hazards, incidents, accidents and near misses
- Supports managers and the organisation in remaining compliant to health and safety legislation

Core Competencies

- Operate with Client Focus
- Communicate effectively with key stakeholders
- Create and maintain appropriate interpersonal relationships
- Takes responsibility for outcomes and working within appropriate protocols
- Quality focus and ability to work flexibility and seek continuous service improvements



Person Specification

Professional Qualifications/Accreditations/Registrations

- Registerable degree level social work qualification.
- Relevant NZ Professional Registration or eligibility for registration
- Be an approved ACC and/or Family Court counsellor and/or has external contracts e.g. PHO/EAP or is capable of achieving these approvals within an agreed upon timeframe.
- A current full driver's licence
- Post-graduate qualification in counselling desirable but not essential

Knowledge and experience

- Local knowledge of services and resources available to the community.
- Experience in individual and family counselling.
- Experience in assessing referrals, which would include knowledge of:
- The ability to recognise when children and young people are at risk and to provide the appropriate level of intervention.
- A good knowledge of local resources.
- Knowledge of family structure and family dynamics, including the dynamics of family violence.
- Knowledge of human development with a particular knowledge of child and adolescent development.
- Experience in networking and establishing working relationships with other organisations.
- When position holder is facilitating groups:
 - Proven successful experience in group facilitation
 - Proven successful experience in evaluating training and education programmes
 - Understanding of the distinction between education and training and the different learning styles of children and adults
 - Proven successful experience in preparing teaching materials and resources
 - Excellent written and oral communication skills.
 - Experience in group work ideal

Other

- Ability to undergo satisfactory NZ Police Vetting, including Vulnerable Children Vetting (VCA)
- Understanding of Privacy legislation in relation to the protection of vulnerable people



Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

Acceptance

I have read this job description and accept it.

Employees Name:

Signed: Date:

