**POSITION DESCRIPTION**

**COUNSELLOR**

Melaleuca Refugee Centre (MRC) provides counseling and early settlement support services to people of refugee background and facilitates community development programs in the areas of cultural transition, strengthening families and peace leadership. Thus Melaleuca takes an integrated approach to supporting people from refugee backgrounds.

MRC is the lead provider of services to people from refugee backgrounds in the NT and is the Northern Territory member of the *National Forum of Australian Services for Survivors of Torture and Trauma* (FASSTT).

The agency is led by the Director, supported by the leadership team, and governed by a Committee of Management. The Committee of Management is responsible for organisational governance, strategic policy, and planning.

THE ROLE

The Counsellor position sits within a multi-disciplinary team offering counselling services in accordance with work plans acceptable to the funding agencies. The counsellor provides assessments of the needs of survivors of torture and trauma, refugees and asylum seekers; specialist counselling; other appropriate forms of therapeutic intervention;, and referrals to other appropriate services. The role also provides training and support on the effects of torture and trauma for other service providers working with the client group.

The position will suit a professional who can demonstrate a thorough understanding of the impact of torture and trauma on children and families; familiarity with theories underpinning trauma and recovery; and experience working therapeutically with traumatised populations.

**KEY RESPONSIBILITIES**

**Working with individuals, couples and groups**

* Inform clients of the possible effects of torture and trauma
* Undertake psycho-social assessments and develop individual case plans
* Provide counselling to individuals and families
* Facilitate groups for people from newly arrived and established refugee communities to educate on the tools for emotional recovery from the effects of trauma or torture
* Develop mechanisms which facilitate client feedback
* Refer clients to appropriate services
* Attend to administration associated with each client in a diligent and timely manner

**Network Development with key Service Providers**

* Establish connections with key service providers, with individuals, within families, and agencies.
* Participate in a local network of health and welfare providers which is sensitive to the needs of the target groups
* Build the capacity of key service-providers to work appropriately with survivors of torture and trauma through the provision of consultancy and training

**Organisational maintenance**

* Attend training courses and conferences as required
* Work co-operatively as a member of the Melaleuca team
* Participate in debriefing, supervision and appraisals as required
* Maintain files and records and fulfil data collection and recording requirements in a timely manner
* Participate in evaluation of models of intervention
* Contribute to the development of policy and protocols and adhere to the policies of Melaleuca Refugee Centre
* Attend staff-related meetings, training, team building and other forums where relevant.
* Undertake other duties as required

**Selection Criteria:**

**Essential:**

* Relevant tertiary qualifications in counselling or psychology and relevant experience. Psychologists must be eligible for registration with the Psychology Board of Australia
* Experience in counselling
* Understanding of refugee and asylum seeker issues, and the effects of torture and trauma on individuals, families and communities
* Sensitivity to cultural diversity and experience working in a cross-cultural environment.
* Demonstrated organisational skills and ability to prioritise tasks and negotiate deadline.
* High level of written, oral and interpersonal communication skills.
* Computer literacy and ability to use Microsoft Office programs including Outlook

**Licenses and clearances**

* A satisfactory national criminal history report
* Current NT Ochre Card

**CONDITIONS**

**Accountability**

The Counsellor will report to the Counselling Team Leader and be accountable to the Director. Ultimate accountability will be to the Committee of Management through the Director.

**Contract Period**

This position is dependent on continued funding from the Department of Immigration and Border Protection.

There will be a probationary period of three months, on satisfactory completion of which there will be formal confirmation of the position. An NT Ochre Card and criminal history check are required.

**Hours of work**

This position is full-time, 76 hours per fortnight. There is out-of-hours work for which there is a time-in-lieu arrangement.

**Travel**

Melaleuca Refugee Centre does have vehicles which are shared between positions. If the use of the staff-member’s own vehicle is ever necessary for work-related travel, reimbursement will be made on a per kilometre basis.

**Salary**

Salary is negotiable depending on qualifications, experience and demonstrated ability according to the Melaleuca Refugee Enterprise Agreement 2011, and is generally in the Community Services Worker level 5 range. A salary sacrifice arrangement is available.

**HOW TO APPLY**

Applications must be in writing and must address the selection criteria. Your Curriculum Vitae should be no more than two pages and your response to selection criteria no more than 4 pages. Please include details of at least two referees.

Enquiries regarding this position can be directed to Debi Bodden, Counselling Team Leader, on 8985 3311 or 0447 844 264

Applications should be emailed to [admin@melaleuca.org.au](mailto:admin@melaleuca.org.au).

**Applications close COB Monday 13 July 2015**