

## POSITION DESCRIPTION

<b>Position Title:</b>	Adolescent and Young Adult Counsellor
<b>Business Unit/Department:</b>	Paediatric Services
<b>Division:</b>	Operations
<b>Award/Agreement:</b>	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2020-2021)
<b>Classification:</b>	Dependent on Qualification
<b>Reports To:</b>	Manager Paediatric Services
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	12 September 2024

<b>Position Purpose</b>
<p>The Adolescent, Young Adult and Family Counselling programme provides individual and family counselling to young people and/or their family members.</p> <p>Counsellors in the programme also provide services and consultancy to a range of other organisations in the community who work with young people, particularly schools.</p>
<b>Business Unit Overview</b>
<p><b>Integrated Community Health Service Directorate</b></p> <p>The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the Brimbank Melton and Western Melbourne regions across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships.</p> <p>The Integrated Community Health Service delivers preventative, early intervention and chronic disease management. Services operate on the social model of health and with a focus on:</p> <ul style="list-style-type: none"> <li>• Equity and accessibility</li> <li>• Effective community participation/control</li> <li>• Multidisciplinary team work</li> <li>• Strategies beyond individual care (group work, health promotion, community development)</li> </ul> <p>Services within this directorate include:</p> <ul style="list-style-type: none"> <li>• Adult Allied Health</li> <li>• Paediatric Allied Health</li> <li>• Community Health Nursing</li> </ul>

### Our Vision

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- Community Nursing
- Dental
- Counselling
- Family Violence services
- Aboriginal Health Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports

Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety).

#### **Division of Allied Health – Professional / Clinical**

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care.

Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including Audiology, Clinical Psychology and Neuropsychology, Exercise Physiology, Language Services, Nutrition and Dietetics, Occupational Therapy, Pastoral Services, Physiotherapy, Podiatry, Social Work and Speech Pathology

### **Key Responsibilities**

#### **Individual, Family and Group Counselling services in the Adolescent and Young Adults Health Program – AYA Health Program**

- Provide assessment, treatment and management of clients referred for counselling to the AYA Health Program
- Participate in the conduct of therapeutic groups in the AYA Health Program
- Ensure performance targets for delivery in the AYA Health Program are met
- Maintain quality client case files and the integrity of client case file data systems

#### **As a Member of the Counselling Team**

- Participate in case allocation, review and planning meetings in order to prioritise and monitor referrals, demand management and other case co-ordination issues
- Contribute to and maintain the integrity of Western Health Intake, referral and case allocation processes
- Participate in the development planning and review processes of Western Health Counselling services to the community
- Undertake approved supervision and professional development to ensure the continued delivery of high quality services to clients and professional accountability

#### **Information Resources**

- Develop and contribute to a body of information and resources relevant to the work of the AYA Health Program and Allied Health Services
- Develop this in such a way as to accessible and appropriate to a variety of target groups, eg. clients, Western Health staff, volunteers, students and other professionals and organisations

#### **Service Networks and Community Liaison**

- Develop an intervention, preventative, educational and health promotion focus within the framework and philosophy of Allied Health
- Establish and maintain collaborative working relationships with appropriate services and agencies in the area, in the provision of quality counselling services in the AYA Health Program to the communities of Melton and Moorabool

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- Establish and maintain links, formal and informal with local community services, relevant professionals and regional and state organisations as appropriate, to ensure comprehensive and continuous care of clients

### **Training, Education, Research and Evaluation**

- Contribute to, develop and present staff development as appropriate within Western Health
- Provide supervision to Allied Health Services staff, students and volunteers as agreed
- Contribute to, develop and present training and education to other professionals, students and community members within the framework of the priorities and work plans of the AYA Health Program, Allied Health Services and other Western Health services
- Participate in professional education and training as provided by Western Health and other organisations as appropriate

### **Service Planning and Administration**

- To work as a staff member of Allied Health and Counselling Service adhering to Western Health Policies and Procedures
- To participate in quality assurance procedures

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## **Key Working Relationships**

### **Internal:**

- Allied Health and Medical Paediatric staff
- Melton Health and Community Services staff

### **External:**

- Schools, alternative education settings and post-secondary education providers
- Health professionals including Allied Health professionals, General Practitioners, Paediatricians, Psychiatrists, Mental Health Practitioners
- NDIS services including the NDIA, LAC partner agencies, service provider agencies.
- Family Support services including Child First, Child Protection, Family Violence services, etc
- Headspace Melton

## **Selection Criteria**

### **Essential**

- Relevant tertiary qualification including Social Work, Psychology, Mental Health Nursing, etc
- Relevant registration or eligibility for membership of professional representative body dependant on qualification
- Demonstrated experience in therapeutic service delivery in the area of adolescent, young adults and/or family work.
- Ability to interact with a wide range of people.
- Excellent verbal and non-verbal communication skills.
- Ability to apply without exception principles of confidentiality, privacy and maintain confident communication.
- Demonstrated computer literacy.

### **Desirable**

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- Experience and/or qualifications in Family Work/Family Therapy, or Youth Work, or Alcohol and Other Drug Counselling, or Mental Health
- Demonstrated experience in group work and individual / family/ child inclusive casework.
- Demonstrated experience in working in a team environment focussed on collaboration
- Excellent organisational, time management and negotiation skills
- Demonstrated commitment to on-going continuous education

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

[Click here to enter the Employee's name.](#)

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Employee's Signature:

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Date:

[Click here  
to enter a  
date.](#)

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