

# Mental Health Foundation (ACT)

## Position Description

<b>Position Title</b>	Counsellor
<b>Reports to</b>	Business Development Manager
<b>Roles Reporting to this Role</b>	Nil
<b>Key Relationships</b>	Finance Manager, Corporate Services Manager, Chief Executive Officer
<b>Location</b>	Chifley   Remote flexibility
<b>Terms</b>	Permanent Part Time

## Objectives of this Position

To main objective of this position is to provide face to face and telehealth counselling support to clients.

## Qualifications and Skills

### Non-Negotiable Qualifications and Skills

- Relevant qualifications in psychology, social work, counselling or a related area
- Demonstrated written and oral communication skills including; report writing, facilitating small groups, negotiation skills, and relationship management

## Experience

### Non-Negotiable Experience

- 5 years experience in delivering counselling support to people

## Main Responsibilities

The Clear Path Counselling Service Counsellor position will deliver direct face to face and online counselling supports to clients presenting with mental health concerns.

This role will see you:

- Utilise your social work knowledge and experience to assist our clients achieve lifestyle changes that improve their mental health, wellbeing and quality of life
- Use evidence to inform professional client-centred practice at every step of their journey with MHF
- Attend clinical practice and other meetings as required to ensure client safety
- Record accurate and timely case notes for each interaction and report on relevant client engagements during clinical practice meetings
- Engage with clinical supervision support
- Support and promote a seamless approach for our clients across all MHF services as well as externally when required, to meet their individual client goals
- Liaise with and promote MHF services to external stakeholders to meet organisational and client objectives
- Foster a culture of openness, transparency and accountability
- Work as a member of the team sharing relevant knowledge and experience.

- Work with the clients of the Discharge Accommodation Program to provide informal counselling-type supports.

## Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF's Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

## Acknowledgement

I, <Name> acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

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Name

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Signature

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Date