



## **POSITION DESCRIPTION**

### **Counsellor – Men’s Behaviour Change Program**

This position description describes the scope and skills required of the Counsellor – Men’s Behaviour Change Program at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

**POSITION:** Counsellor – Men’s Behaviour Change Program

**REPORTS TO:** Manager – Health and Wellbeing via the Team Leader

**LOCATION:** Based at Link Health and Community Clayton and may be required to work across all Link Health and Community sites.

**HOURS:** The position holder must be available to work after hours on a regular basis.

#### **ORGANISATIONAL CONTEXT:**

Link Health and Community is a multi-sited community health service, providing a comprehensive range of health and community services primarily to residents of the City of Monash and surrounding communities.

The Link HC Vision is: Healthier people participating in their communities

Underpinning principles in achieving this vision are that Link HC:

Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual’s access to health services and plans and delivers our services accordingly

Recognises that client, community and staff engagement in all aspects of our activities is essential for effective governance

Strives to provide quality services, in a professional, timely manner, to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired who use sign language as their primary mode of communication.

Link HC is committed to partnering with other organisations to offer integrated health and well-being services that are consistent with state-wide health needs and social priorities.

Link HC actively places the individual at the centre of their care so they can take part in their community. This is done by providing information and skills to help consumers make their own decisions and formulate their own goals; helping them to stay motivated, foster independence, health and wellbeing.

The Link HC Guiding Values are:

We **care** for our community and for the people who use our services

We **listen** to people who need our services and we advocate for our community

We provide **accessible**, innovative, and high-quality services and programs

We **partner** with other organisations to ensure the development and delivery of better services

## **POSITION OBJECTIVE**

The principal objective of this position is to deliver counselling, casework and group facilitation for the Men's Behaviour Change Program in alignment with the No To Violence (NTV) Standards and Family Safety Victoria (FSV), for both voluntary and mandated male clients who have engaged in Family Violence and are committed to changing their violent behaviour through their attendance in this program.

## **DUTIES AND RESPONSIBILITIES**

The position holder will provide quality services in line with the program aims, funding guidelines and the vision and values of Link HC. The services provided include, but are not limited to:

### **1.0 Service Delivery**

The position holder will support the provision of Health and Wellbeing Services. These services will be in line with program aims, funding guidelines, service agreements, and the vision and values of Link HC.

Primary services provided include but will not be limited to: -

- 1.1 Provide high quality short to medium term counselling and casework to male participants of the Men's Behaviour Change Program.
- 1.2 Pre-plan sessions within an integrated multidisciplinary framework.
- 1.3 Conduct and document initial and subsequent risk assessments for the program participants.
- 1.4 Co-facilitate the Men's Behaviour Change Program in line with NTV and FSV standards, maintain program attendance records and report the completion or termination of participants.
- 1.5 Ensuring the accountability of men who continue to use violence and respond to men's use of violence in keeping with Link HC policies and NTV standards.
- 1.6 Proactively communicate or identify any observed risks or issues arising in the group including safety or critical incidents to the Team Leader and or the Family Violence Counsellor.
- 1.7 Develop positive collegial relationships with other facilitators and stakeholders for quality outcomes.
- 1.8 Other duties as required, within the requirements of the program.

## **2.0 Administration**

- 2.1 Ensure that client health records are accurate and up to date.
- 2.2 Prepare and maintain appropriate statistical data, reports and analysis activities as required.
- 2.3 Supervise students and volunteers as required, or as appropriate.
- 2.4 Communicate with Manager – Health and Wellbeing via the Team Leader in respect to role responsibilities and professional expertise to assist with program development.
- 2.5 Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services.
- 2.6 Participate in identifying professional development and training needs and attend professional development activities as required.

## **3.0 Health Promotion**

- 3.1 Contribute to Link Health and Community health promotion activities and participate if required in developing relevant programs and projects in line with Link HC's Health Promotion Plan.
- 3.2 Work collaboratively with other disciplines in developing a comprehensive multi-disciplinary health promotion approach to the local community as required.

## **4.0 Quality Improvement and Professional Development**

- 4.1 Participate in regular clinical supervision, pre-planning and debriefing.
- 4.2 Support the organisational culture, which promotes continuous service improvement and innovation.
- 4.3 Contribute to the QIP Accreditation Process, including identifying, developing, implementing and evaluating quality improvement activities.
- 4.4 Participate in identifying professional development and training needs and attend professional development activities as required.
- 4.5

## **5.0 Occupational Health & Safety (OHS)**

- 5.1 Actively support a range of activities in accordance with Occupational Health & Safety (OH&S) legislation obligations and in line with the Link HC Risk Management Program.
- 5.2 Support and participate in the Link HC OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
- 5.3 Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- 5.4 Report injuries in the Site Register.
- 5.5 In the event of a workplace injury occurring, cooperate fully with the nominated Return to Work Coordinator, treating medical practitioners and health professionals to facilitate an early return to work and access to an appropriate rehabilitation program.

## **6.0 Equal Employment Opportunity.**

- 6.1 The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:
- A workplace which is free from harassment;
  - Ensuring that activities and practices prevent and eliminate unlawful discrimination
  - Promote merit and equity in the workplace.
- 6.2 will contribute to the successful management of diversity in the workplace.
- 6.3 will, if and when required, co-operate with any relevant enquiry into complaints and attend supervision and performance management meetings.

## **7.0 Community Engagement and Consumer Participation**

Link HC values collaboration with consumers and community members to improve the way our services are developed, planned and delivered. We are committed to community engagement and consumer participation and as such support ways in which the community's health can be optimized and its strengths are recognized and built upon by encouraging all staff to:

- Support and contribute to the goals and objectives of the Community Engagement and Consumer Participation Policy.
- Actively participate in recruiting consumers, carers, and the community to participate in all aspects of the organization.
- Promote awareness that Link HC encourages consumer, carer, and community participation at all levels of the organisation.

Work collaboratively with other staff, the community and consumers to plan, implement and evaluate services, projects and programs

## **8.0 Organisation Policies & Procedures**

- 8.1 Maintain currency of knowledge and practice with Link HC specific Regulations, Policies and Procedures as applicable to the position and as amended from time to time.

## **9.0 Code of Conduct**

- 9.1 The Link HC Code of Conduct provides a framework of expected behaviours with the view to ensuring that Link HC is a safe work environment with the expectation that all dealings are conducted with integrity and respect at all times. All employees are expected to understand and abide by the Code of Conduct.

## **REPORTING RELATIONSHIPS**

This position is accountable to the Manager – Health and Wellbeing via the Team Leader

**Performance Review:****Criteria:**

Participation in regular performance appraisal based on a documented individual performance plan with stated performance indicators including output targets is expected. The performance plan and outputs will be negotiated in accordance with a regular cycle of review.

**QUALIFICATIONS AND EXPERIENCE REQUIRED****Essential**

- Minimum Post-Graduate qualification in Counselling, Social Work, Family Therapy or equivalent.
- Minimum qualification in Level 1 NTV Men's Behavioural Change process with 10 observed group sessions.
- A current registration with an accredited professional body relevant to the position.
- Minimum 5 years' recent experience working in the community setting.
- Highly developed interpersonal, verbal and written communication skills.
- Sensitivity and understanding of working with the needs of diverse and CALD populations.
- Demonstrated knowledge of principles of confidentiality, client rights and responsibility and actively following professional requirements under the Privacy Act.
- Competency across a range of IT platforms including Microsoft software and client data management systems.
- Current Police Check.
- Current Working with Children Check.
- Current Drivers Licence.

**Desirable**

- Completion of Mental Health First Aid or ASSIST Training.
- Ability to speak a community language.
- Experience working with mandated clients.

**KEY RESULT AREAS**

- KRA 1** Meet the funding targets requirements specified by Link HC under their contractual arrangements.
- KRA 2** Ensure all documentation is completed in accordance with Link HC Policy, Procedures, and legislative compliance.
- KRA 3** Data entry is accurate and completed within agreed time frames.
- KRA 4** Contribute to a culture of continuous quality improvement in alignment with accreditation standards.
- KRA 5** Work proactively with various disciplines within the organisation to ensure best practice outcomes in a community health setting.

**SERVICE VALUES**

**The values of Link HC will be demonstrated by:**

**Caring** for our community and for the people who use our services

**Listening** to people who need our services and who we advocate for our community

Providing **accessible**, innovative, and high-quality services and programs

**Partnering** with other organisations to ensure the development and delivery of better services.

Approved: .....

Van Ta Placidi  
**General Manager, Health and Wellbeing**  
Link Health and Community

I acknowledge and agree that the above position description is an accurate reflection of the Counsellor
Signed: ..... Employee
Name: .....
Date: .....