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| POSITION INFORMATION | |
| **Position Title:** | Clinical Lead – Counselling Services |
| **Position Term:** | Until 30th June 2018 |
| **Hours:** | 8 hours per week |
| **Award:** | Salary/Contract to be negotiated dependent upon skills and qualifications |
| **Reports To:** | Clinical Operations Manager – Counselling and Children’s Services |
| **Date:** | July 2017 |

About Inspiro

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community.

**Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

**Our Values:**

*Friendly:*we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:*We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:*we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

Position Summary

This position is responsible for the development of Inspiro’s Counselling Service Clinical Governance Framework. The role requires:

* The provision of one-on-one Clinical Supervision to the team of Counselling staff (including Generalist Counselling staff, Drug and Alcohol Counsellors, Family Violence Counsellors and Youth & Family Counsellors).
* Review of the current Clinical Auditing System and recommendations for improvement
* The development and implementation of policy that meets the current standards including ensuring compliance with the Child Safe Standards
* The development and implementation of a structure for clinical and peer review

The position works closely with the Clinical Operations Manager – Counselling and Children’s Services to implement the new systems. Regular updates and reports are provided to the Clinical Operations Manager – Counselling and Children’s Services regarding themes and areas for improvements.

**Clinical Lead role**

* The development of Inspiro’s Practice Framework for Counselling Services including:
  + Ensuring compliance with APHRA, credentialing and accreditation requirements
  + Developing Inspiro Counselling services policy in line with policy requirements and government direction including ensuring compliance with the Child Safe Standards
  + Develop compliance requirements for documentation and data reporting requirements
  + Develop file audit and peer review system
* Provide individual Clinical Supervision with each of the Counselling team. Where indicated, source appropriate external supervision for individual programs e.g. Alcohol and Other Drugs.
* Review the implementation of the Counselling Service Model, Practice Framework and Clinical Guidelines on an annual basis
* Develop and implement a Clinical Review/Case Conferencing model for the Counselling team
* Provide updates and reports to the Clinical Operations Manager – Counselling and Children’s Services regarding themes and recommendations for improvement.

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning, policy development and other project activities as required.
* Lead the counselling contribution to Inspiro’s continual quality improvement program including the development of new practice models.
* Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro’s commitment to cultural diversity and inclusiveness
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.

**Occupational Health and** Safety

* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.

Performance objectives and indicators

**Practice Framework**

* Compliance with Inspiro Counselling service model and practice framework
* Compliance with APHRA, credentialing and accreditation requirements
* Compliance with Inspiro policy and procedures
* Compliance with documentation and data reporting requirements
* Compliance with file audits and peer review

**Quality Improvement and Evaluation**

* Evidence of participation in quality improvement activities
* Review programs and groups annually

Key selection criteria

**Qualifications, knowledge and experience**

* Tertiary qualifications in social work or psychology and eligibility for membership of the appropriate body
* Demonstrated experience in supervising counsellors in a range of roles
* Demonstrated ability to establish effective working relationships with staff
* Current Working with Children Check

Employment is subject to a police check. Persons who have worked overseas may be required to obtain an international police check.

Acknowledment

I acknowledge and agree with the above position description.

Signed:

Employee Name: Date: