



Counselling Program Intake Coordinator Position Description

This is an exciting position working with a committed team of professionals in the leading asylum seeker organisation in Australia. This is a rare opportunity to work from a holistic, strength – based empowerment model of counselling, supporting some of the most vulnerable people in our community.

The Asylum Seeker Resource Centre (ASRC) provides a counselling program for people seeking asylum, who come from backgrounds of torture, war and trauma, and who are living with the uncertainty of the refugee determination process. The counselling program is staffed by a team of professionals including psychologists, social workers, family therapists, counsellors and psychiatrists.

Key responsibilities:

- Provide overall co-ordination of intakes of new clients seen by the Counselling Program.
- Allocate intakes and on-going counselling referrals to staff and volunteers with support from the counselling co-ordinator
- Monitor the caseloads of relevant counsellors with support from the counselling co-ordinator to ensure they are sustainable.
- Have an overview of the complex cases and be aware of high risk clients with support from the complex-case worker co - ordinator
- Provide de-briefing and training to volunteers as needed with support from counselling co-ordinator
- Work with the Counselling Program Co – ordinator to manage case management systems, including referral, intake, allocation, reviews and data collection.

Accountability

The Counselling Program Intake Co - ordinator is accountable to the CEO of the ASRC for the fulfilment of requirements outlined in this job description. As is the case with all staff (paid and unpaid), ultimate accountability is to the ASRC Board.

Hours of work

The position is a 4 days per week position (0.8 EFT).

Key Selection criteria

Essential:

- Social worker or registered psychologist or equivalent qualification relevant to counselling
- Relevant experience as social worker, psychologist or family therapist or equivalent
- Experience in providing counselling to vulnerable clients and in working with people with trauma and grief issues
- Minimum 2 years experience with working with people with complex needs
- Demonstrated experience in the provision of counselling & casework services including undertaking psychological and/or psychosocial assessments and case management.

Desirable

- Knowledge of the context of practice with asylum seekers, including the refugee determination process.
- Co - ordination experience preferable
- Experience in working with people from culturally and linguistically diverse backgrounds, with a demonstrated commitment to the principles of social justice.

Conditions

This is a 0.8 to full – time position. A initial 12 month contract and then ongoing position (subject to satisfactory work performance). The salary for the position is \$39,994.24 p.a (equivalent of \$50,000 per annum at a pro – rata rate). In addition, approximately \$16,000 per annum pro rata can be salary packaged, plus employer’s superannuation contribution and annual leave loading. We have terrific work conditions including approximately 6 weeks leave per annum (pro – rata).

In addition:

- 1 RDO every 7 weeks

- Leave loading with annual leave is given
- Approximately 6 weeks annual leave (Approx. 2 weeks of leave are given as a bonus at Christmas time on fixed dates) pro rata
- 12 days sick leave
- 8 days compassionate leave
- 5 days carers leave
- 4 weeks paid maternity leave, if employed at ASRC for the previous 12 months (pro – rata)
- 2 weeks paid paternity leave, if employed at ASRC for the previous 12 months (pro – rata)

Application Procedure

Applications close: Friday, 20th August (COB)

All applications must address the Key Selection Criteria.

Emailed or post applications (do not fax) to:

Att: Peter McNamara

General Manager

ASRC

12 Batman Street, West Melbourne, Vic, 3003

Email: operations@asrc.org.au

For enquiries regarding this position, contact Peter McNamara, (03) 9326 6066, operations@asrc.org.au