

doncare

Position Description	
Position Title:	Volunteer Established Counsellor
Position Classification:	Volunteer
Reports To:	Lead Clinical Supervisor
Hours of Work:	One day per week, for 12 months. Hours can be spread throughout the week, including Monday nights. Attendance at the weekly group supervision and fortnightly individual supervision is also required
Duration:	A commitment of 12 months is encouraged
Position Location	Doncaster
For further Information contact:	Katinka Pal-Zimny Ph:03 9856 1500 Email: katinka.pal-zimny@doncare.org.au
Closing Date:	N/A

About Doncare
<p>Doncare is a dynamic not-for-profit organisation that provides services to the most vulnerable and disadvantaged residents of Manningham and surrounding suburbs.</p> <p>Doncare supports families and individuals of all ages to access opportunities that will assist them in their daily living and enhance family functioning. Doncare provides high-quality services in the areas of Counselling, Emergency Relief, NDIS, Family Violence Recovery Services, Family Services, Social Support for Seniors and the Community Visitors Scheme.</p> <p>Doncare receives funding from local, State and Federal governments to operate some of its programs and utilises the revenue of its opportunity shops and the support of private donations, philanthropic trusts and the community sector.</p>

Position Statement
<p>This role supports Doncare's work in providing a variety of initiatives designed to provide services to families including those affected by family violence.</p>

Key Duties

- Working within your professional scope to provide therapeutic counselling to individuals including children and young people
- Working respectfully within a professional framework with individuals, children, and young people
- Maintain a high level of confidentiality and duty of care following your registration bodies guidelines and well as the organisation's policies and procedures
- Work in conjunction with other Doncare programs to ensure that cross program initiatives are developed and enhanced
- Establish and maintain effective and collaborative referral networks and working relationships with other professional services and community groups.
- Maintain accurate, comprehensive, and timely records including those required to be maintained under legislation or funding agreements as well as per the organisation's policies and procedures
- Support the development and maintenance of quality assurance systems to monitor service delivery and targets
- Have well-developed written and verbal communication skills, with a capacity to communicate effectively and in a timely manner, ensuring privacy, security, and confidentiality
- Demonstrate a high level of planning, organisational and time management skills
- Work effectively as part of a multi-disciplinary counselling team while building up to a case load of three participants per day

Key Requirements

Qualifications	<i>Mandatory</i> <ul style="list-style-type: none">• Post Graduate qualification in Psychology, Social Work or Counselling
Knowledge and skills	<i>Essential</i> <ul style="list-style-type: none">• Demonstrated skills in individual counselling and willingness to work within a family supportive counselling framework• Demonstrated knowledge, understanding and commitment to the principles of social justice, access and equity• Understanding of the social and gendered context of Family Violence. It is an advantage to have experience in, and a thorough understanding of, family violence family dynamics as well as the MARAM framework

Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Clinical experience and demonstrated ability in working with a broad range of clients • Demonstrated knowledge and experience in working effectively with a broad range of families, including but not limited to Aboriginal families, families from various culturally and linguistically diverse backgrounds, families living with disability, families with grandparents or other kinship carers and LGBTI families <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experiencing working in Community Service organisations
Personal Attributes	<p><i>Essential</i></p> <ul style="list-style-type: none"> • An ability to work in a professional manner, i.e. confidential, non-judgmental, non-directive with participants, their families, Doncare staff and external networks and funding bodies • Excellent verbal and written communication skills • Understanding and commitment to teamwork, a community-based agency and volunteerism • High integrity and reliability
Administrative skills	<p><i>Desirable</i></p> <ul style="list-style-type: none"> • Computer skills in Microsoft Office packages desirable

Other Requirements/Conditions

Conditions of Appointment

Your offer of appointment at Doncare is subject to:

- A three-month probationary period.
- A satisfactory Criminal History Check (renewed every three years)
- A Working with Children Check prior to commencement. Doncare has a legal and moral responsibility to ensure the safety of all children in accordance with the Child Safe Standards and expects all staff and volunteers to commit to this standard and understand their duty of care obligations.
- COVID-19 Vaccination compliance according to Government policy and guidelines
- Qualifications and credentials completed and verified
- Preferred candidates will be required to provide two referees which includes their current or most recent Manager
- This Position Description will be reviewed from time to time in keeping with changing requirements.

<p>Diversity and inclusivity:</p> <ul style="list-style-type: none"> • Diversity and inclusivity are important to Doncare. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTIQ+ and people with a lived experience of disability.
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Ensure compliance with the OH&S Act and Doncare’s policies. • Contribute positively and proactively to team and organisation wide OH&S activities.
<p>Quality and Continuous Improvement</p> <ul style="list-style-type: none"> • Ensure compliance with legislation, contract, and policy requirements in your work to meet organisational audit, contract, and registration obligations. • Proactively apply your specialist knowledge in the review and maintenance of policies, systems, and processes • All staff, volunteers and students of Doncare are bound by Doncare’s Code of Conduct and approved policies and procedures of the organisation as promulgated and varied from time to time.
<p>Benefits of the Role</p> <ul style="list-style-type: none"> • Be part of a friendly, inclusive team that is making a positive contribution to the health and wellbeing of your community. • You can build new skills and meet new friends. There is a great deal of satisfaction that comes from making a difference. Volunteers are generally healthier, happier and live longer! • Build your confidence and skills with a diverse range of clients in a supported, friendly, and inspiring Counselling Team • Quality professional supervision is offered on a weekly basis (group and individual) to support your work and/or meet professional body registration requirements • Comprehensive orientation and onboarding induction is provided • Opportunities available to participate in in-house training and to develop therapeutic interests and skills including facilitating groups
<p>How to Apply</p> <p>Go to the Doncare website and complete an application: https://doncare.org.au/volunteer-counsellors</p> <p>NOTE: The Key Requirements listed in this Position Description must be addressed in your application. Also, send a current CV to volunteer@doncare.org.au.</p>

Acceptance of this Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date _____