



## **POSITION DESCRIPTION**

### **Speak Out Dual Diagnosis Program Caseworker/Counsellor**

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| <b>Position Title:</b>  | Caseworker/Counsellor  |
| <b>Reports to:</b>      | Speak Out Team Leader  |
| <b>Responsible for:</b> | Providing individual casework, counselling, family counselling and some group work to young people aged 12 to 28 years who are experiencing co-existing mental health and alcohol and other drug challenges. |
| <b>Location:</b>        | Weave Youth and Community Services, Cnr Elizabeth and Allen Streets, Waterloo  |

#### **Employment Details and Remuneration:**

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| <b>Employer:</b> | Weave Youth and Community Services  |
| <b>Hours:</b>    | 3 days per week (21 hours per week)   |
| <b>Status:</b>   | Part time contract - all positions at Weave are dependant on continued funding; the Speak Out Program is currently funded until June 2020 |
| <b>Award:</b>    | Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)  |
| <b>Grade:</b>    | SCHCADS SACS Level 4 Paypoint 4.1 - 4.4 \$37.02 - \$39.89 per hour depending on qualifications and experience                             |
| <b>Benefits:</b> | Superannuation @ 9.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available                                    |

#### **SUMMARY OF THE POSITION:**

The Speak Out Caseworker/Counsellor provides intensive wrap around casework, counselling, practical assistance, information and referral, education advice and support services to young people aged 12 to 28 years experiencing challenges with their mental health and AOD use. Some group work may be required.

## **KEY RESPONSIBILITIES:**

- Provide individual counselling and case management support to young people with complex trauma histories and complex needs, including co-existing mental health and AOD challenges.
- Ensuring the casework and counselling support you provide is done in line with “Weave’s How We Do What We Do” practice framework.
- Provide referral, advocacy, information, and support services to Speak Out Program clients.
- Work from a proactive, responsive, trauma informed, strengths based, healing centred and culturally safe perspective.
- Engage in outreach service provision where required, including accompanying clients to appointments.
- Work collaboratively under a “shared care” model alongside other Weave staff and external health professionals and service providers.
- Contribute to strategic planning for the Speak Out Program and Weave in general.
- In consultation with the Speak Out Team Leader, develop Work Plans in alignment with Weave’s Strategic Plan and participate in training and performance appraisal as required.
- Attend regular clinical supervision as agreed upon by your Team Leader.
- In consultation with the Speak Out Team Leader and in alignment with your Work Plan, identify your professional training and development needs.
- Develop Action Plans for your clients and ensure these inform the work done.
- Liaise with relevant networks, agencies, community members and government departments as required.
- Assist the team with supervision of student placements and volunteers as required.
- Assist with and encourage client participation in Weave events and projects.
- Maintain up-to-date administrative and clerical records as required within the course of your work, including upkeep of client files, data base, daily client statistics, organising logistics for groups, writing reports and support letters.
- Provide assistance to Speak Out Project Worker for groups and events as required.
- Other duties as required.

## **GENERAL RESPONSIBILITIES OF ALL WEAVE STAFF:**

- Work as part of the wider Weave team displaying effective team membership.

- Participate in Weave staff meetings, retreats, planning days, training and performance appraisals as required.
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures.
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home.
- Notice when things are untidy and clean up as needed.
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly.
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the Job Descriptions of all staff.
- Support and maintain a healthy Weave culture and embody the “Magic of Weave” ethos and values.
- Expectations of workers roles can change according to the needs of the community and available resources.

## **SELECTION CRITERIA:**

### **Qualifications, experience and mandatory requirements**

- Relevant tertiary qualification/s in Social Work, Youth Work, Social Sciences or similar.
- Tertiary counselling qualifications demonstrating well developed counselling skills and the ability to draw upon a range of therapeutic models including Narrative Therapy.
- Minimum two years experience in a caseworker/counselling role providing support to young people with complex trauma histories and support needs, in particular co-existing mental health and AOD issues.
- Knowledge and understanding of relevant referral pathways to health, education, employment, recreational, cultural, housing, mental health, legal, drug and alcohol and other support services.
- Demonstrated experience working with Aboriginal people and communities, and an understanding of the strengths of Aboriginal people and the impacts of intergenerational trauma on Aboriginal people residing in the Waterloo and Redfern areas.
- Understanding and demonstrated experience of working within a trauma informed and healing centred, strength based, person centred, culturally appropriate framework.
- NSW Working with Children Clearance and National Police Check.
- Driver’s License.

## **Skills and attributes**

- Highly developed time management and organisational skills demonstrating attention to detail and the ability to complete tasks in a timely manner.
- Ability to work independently and use initiative.
- Strong communication skills, both verbal and written.
- Strong advocacy skills.
- Demonstrated interpersonal and relationship building skills.
- Ability to work as a team member and with a high degree of autonomy.
- Strong computer and IT literacy skills.
- Common sense and excellent sense of humour.

## **Desirable criteria**

- Knowledge of service networks in the City of Sydney, and Sydney's Inner West areas.
- Current First Aid certificate.