

## **POSITION DESCRIPTION COUNSELLOR**

### **PURPOSE**

- To offer professional counselling to GSS clients.

**REPORTS TO:** Service Manager / Senior Counsellor

**DIRECT REPORTS:** None

### **KEY TASKS & RESPONSIBILITIES**

#### **1. COUNSELLING**

- Provide individual counselling sessions.
- Facilitate group or family counselling sessions as required
- Provide telephone support as required
- Undertake home visits where necessary – includes hospitals etc
- Maintain accurate and current client records
- Provide written reports as required
- Provide opportunities for, and be responsive to, client feedback
- Undertake regular clinical supervision and professional development as identified and agreed upon with the Service Manager.
- Keep informed of current trends and development in counselling and other relevant fields of practice.
- Attend Team meetings

#### **2. STANDARDS OF PRACTICE**

- Ensure all client contact is handled in a professional and respectful manner
- Effective communications systems and relationships operate within the organisation.
- Client notes and agency paperwork are completed on time and accurately.
- Work within the parameters of the Grief Support Services Constitution
- Alignment to the NZAC Code of Ethics.
- Relevant statutory requirements are adhered to

#### **Hours of Work**

This is a position for up to 20 hours per week worked at routine times as agreed.

## PERSON SPECIFICATION

Essential	Highly Desirable
<b>Knowledge and experience</b>	
Recent or current practice experience.	A minimum of three years, post study, experience.
Trauma informed, culturally responsive counselling practice,	
Experience working with adults.	
	Experience and training specific to working with children from age 6, and with their parents or an interest in developing this area of practice.
	Experience working with youth.
Experience working with clients impacted by loss and grief.	
Understanding of, and commitment to, Te Tiriti O Waitangi.	
Sound theoretical knowledge.	
<b>Qualifications</b>	
A counselling degree	
Full membership of an NZ counselling body or a time framed commitment to achieving this.	
Current full and clean drivers licence,	
<b>Personal skills and attributes</b>	
Outstanding interpersonal and communication skills.	
Keeps notes and administrative tasks accurate and up to date. Is computer literate.	
Proven relationship management.	
Ability to work both independently and as part of a team.	
Personal maturity and integrity.	
Has the physical and mental energy for this work.	
Even mindedness under pressure.	
Enjoys being part of a team.	