

# Womens Health & Family Services

## Job Description

### Statement of Duties

<b>Title</b>	<b>Classification</b>	<b>Review Date</b>
Alcohol and Other Drug Use/Mental Health Counsellor	Level 5 (range dependent on qualifications and experience)	N/A
<b>Program</b>	Aboriginal Services - Aboriginal Integrated Systems of Care, Joondalup/Wanneroo	
<b>Responsible To</b>	Aboriginal Client Services Manager	
<b>Overall Purpose</b>	<ul style="list-style-type: none"><li>• Deliver a service targeting at risk Aboriginal women and their families.</li><li>• Provide support and advocacy to the target group(s).</li><li>• Provide counselling support which may include one to one individual, couples, family outreach and group approaches.</li><li>• Participate in relevant project activities, such as the school holiday program.</li><li>• Develop and facilitate culturally secure groups for Aboriginal women and their families that targets the needs of the client base.</li><li>• Develop and deliver relevant educational/training programs to target group, staff and other service providers.</li><li>• Provision of oral and written reports as necessary</li><li>• Participate in agency networking to promote Womens Health and Family Service, with particular reference to Aboriginal services, to relevant organisations.</li></ul>	

### Summary of Duties to be Performed

1. Provide in house and outreach counselling support to at risk Aboriginal women and their families.
2. Provide individual and group family support services to target group.
3. Development and delivery education/training programs and/or workshops as required with a focus culturally secure approaches.
4. Communicate effectively both orally and in writing with individuals, groups and organizations, as required.
5. Develop networks and liaise with relevant community service providers
6. Participate in all project activities directed at the target group, including school holiday program, group activities, planning days.
7. Support the philosophy of Women's Health Care Association
8. Adhere to policies and procedures of WHCA
9. Undertake other duties as required

## Selection Criteria

### Essential

- Aboriginal
- Demonstrated ability to deliver services to the target group.
- Relevant tertiary degree
- Counselling experience
- Experience in the delivery of education/training programs and/or workshops
- Understanding and knowledge of the needs and issues relevant to the target group
- Demonstrated ability to communicate effectively both orally and in writing with individuals, groups and organisations
- Knowledge of a wide range of community service providers especially those relevant to the target group
- Experience in the provision of support and advocacy to special needs groups
- A class license
- Department of Health Criminal Records Screening and Working with Children Check.

It is the policy of WHFS that all employees undergo criminal record screening. The screening is carried out by the Department of Health and the cost is borne by the employee.

Being female is considered to be a genuine occupational requirement for this position under the Equal Opportunity Act 1984 - Section 34 Exemptions. This allows for the exclusive employment of women in a women specific service.

Being Aboriginal is considered to be a genuine occupational requirement for this position under the Equal Opportunity Act 1984 - Section 50(d) Exemptions. This allows for the employment of Aboriginal persons with services for the purpose of promoting their welfare where those services can most effectively be provided by an Aboriginal person.



womens health  
& family services