

Lifeline Harbour to Hawkesbury Sydney Position Description

Job title: Part-time Bilingual Mandarin Speaking Counsellor
Location: 4 Park Avenue, Gordon, NSW 2072
Reports to: Clinical Services Manager & Senior Clinical Services Coordinator

Position Summary

PACFA accredited counsellor to provide assessment, referral and face-to-face short-term counselling for Mandarin-speaking and English-speaking clients, who approach Lifeline for assistance with a range of mental health or personal issues.

- Employment Type: Part Time (1 day/7.5 hours per week)
- Salary: \$49.28 per hour (plus superannuation)
- Closing Date: 13th March, 2025

Key Accountabilities	Tasks
Counselling services	<ul style="list-style-type: none"> • Provide assessment and ongoing short-term counselling to allocated clients • Arrange referral of a client to an external counsellor or appropriate service provider after consultation with the Co-ordinator
Client records	<ul style="list-style-type: none"> • Write up case notes on each client within 24 hours of interview, or as soon as possible thereafter
Reporting	<ul style="list-style-type: none"> • Maintain accurate records of number of clients and number of sessions attended • Generate monthly reports and provide accurate data of service to key stakeholders
Engagement and Promotion	<ul style="list-style-type: none"> • Liaise with the Community Engagement Officer and contribute to appropriate community engagement activities for promotion of the service
Lifeline policies	<ul style="list-style-type: none"> • Follow and observe all LLH2HS policies and procedures during interactions with clients • Return each file to the filing cabinet after use • Maintain strict confidentiality of details and notes about clients at all times • Observe all aspects of the code for counsellor-client interaction
Supervision	<ul style="list-style-type: none"> • Undertake regular supervision on caseload. Supervision can be in the form of either <ol style="list-style-type: none"> 1. Monthly small group supervision provided at LLH2HS and monthly individual supervision as provided by LLH2HS on request, or

	2. External supervision as agreed with management (organisation and cost of this choice of supervision is the responsibility of the individual counsellor)
Professional development & Accreditation	<ul style="list-style-type: none"> • Participate in ongoing professional development each year in accordance with standards set by professional registration body (i.e. AHPRA, APS, PACFA) • Participate in the professional development provided by LLH2HS. It is anticipated that two workshops in further skills training within Lifeline will be offered each year • Maintain an up to date National Police Check and Working with Children Check

Core Competencies
<p>Demonstrates interpersonal skills</p> <p>Listens and demonstrates sensitivity in reactions to problems and concerns; shows respect to others.</p> <p>Builds positive relationships</p> <p>Establishes good interpersonal relationships by working collaboratively and helping people feel valued, listening and demonstrating sensitivity in reactions to problems and ideas.</p> <p>Demonstrates commitment</p> <p>Understands and adheres to Lifeline policies and procedures; shows behaviour and attitudes consistent with Lifeline’s approach; observes all confidentiality processes.</p> <p>Plans and organises work</p> <p>Establishes courses of action for self and others to ensure that work is completed efficiently; shows punctuality and reliability in meeting clients and staff.</p> <p>Demonstrates adaptability</p> <p>Adjusts effectively to new issues and requirements in the work environment, maintaining a positive and constructive approach.</p> <p>Communicates effectively</p> <p>Conveys information and ideas clearly in both verbal and written forms, in a way that engages others and ensures understanding.</p>

Qualifications & experience

Essential

- Tertiary qualifications in Counselling and Membership of PACFA (Psychotherapy and Counselling Federation of Australia)
- Demonstrated competence in counselling in both Mandarin and English
- Fluency in Mandarin and English languages
- Experience working in Mental Health setting
- Experience working with adults with range of mental health issues
- Experience using a range of evidence-based therapeutic modalities, including Cognitive Behaviour Therapy
- Experience working with clients with suicidal ideation

Desirable

- Experience with cloud-based data storage system and report generation
- Previous experience working in a NGO

Manager name: _____ Signature: _____

Staff member: _____ Signature: _____

Date: _____