



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1012-6

Date reviewed/created: March 2025

POSITION TITLE: Senior Counsellor & Consultant (Clinical Consultation)

TEAM: Clinical Services

LOCATION: Sydney Metropolitan area

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement 2022".

CLASSIFICATION: Clinical Psychologist, Senior Psychologist, Social Workers, or other relevant classification depending on qualification and experience.

A generous salary packaging scheme is also offered.

VACCINATION REQUIREMENT: Category A.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence-based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture, and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community, and cultural strengths.

Background to the Program Area of the Position

The Clinical Services Team consists of a group of clinicians specialised in various areas who act as a resource for other STARTTS staff to ensure their clinical skills and understanding of the client group remain current, while providing limited direct client services. These clinicians work together to promote clinical excellence, quality improvement and innovation across all STARTTS services.

The Clinical Services Team also includes the Early Childhood Clinic, Student Clinic, Body Focused Therapies, and Psychiatry.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: *Clinical Services Team Leader.*
2. Responsible for: *Nil.*

ESSENTIAL REQUIREMENTS:

1. Relevant tertiary qualifications and registration with the Australian Health Practitioner Regulation Agency (AHPRA). Registered and recognised as a supervisor/clinical consultant in relevant area of specialisation.
2. Developed clinical knowledge, skill and clinical experience in the provision of psychological interventions across the lifespan. This includes use of therapies such as Cognitive Behavioural Therapies, Trauma Reprocessing Therapies, and other relevant modalities.
3. Demonstrated knowledge and skills in the provision of clinical consultation, supervision and/or support. This includes reflective practice models of supervision and models of group supervision.
4. Understanding of the effects of torture and refugee trauma on individuals, families, and communities and its impact on resettlement in the Australian context.
5. Demonstrated ability to develop and deliver professional development programs, as well as creating resources and frameworks to enhance consultation and supervision practices.
6. Ability to design, implement, and manage systems that ensure effective matching of clinical consultants with counsellors based on professional background and expertise and monitor clinical consultation delivery and quality.
7. Excellent stakeholder engagement and communication skills, with the ability to collaborate across disciplines and provide expert guidance to clinicians from diverse professional backgrounds and expertise.
8. Excellent oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office and ability to work independently and as part of a multidisciplinary team within a multicultural environment.

DESIRABLE REQUIREMENTS:

1. Knowledge and experience in community development, community liaison and advocacy.
2. Bi-lingual in a relevant community language and/or experience working with interpreters.

*This position is considered child-related employment and will require a Working with Children Check and a National Police Check.

VACCINATION REQUIREMENTS

****This role is a Category A role.** It is mandatory for **Category A** workers to meet and maintain the vaccination criteria (as per the current NSW Health and STARTTS policies).

Vaccination and/or assessment is required for **Category A** workers for the following transmissible diseases – measles, mumps, rubella, hepatitis B, varicella (chickenpox), diphtheria, tetanus, pertussis (whooping cough), influenza and tuberculosis.

COVID19 vaccination is strongly recommended, but not a requirement for employment.

If successful you must provide evidence of vaccination and/or assessment.

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.

If you have a medical reason for why you cannot be vaccinated, a medical contraindication evidence will be required.

BRIEF DESCRIPTION OF ROLE

This position will be located within the Clinical Services Team and in conjunction with the Clinical Services Coordinator and the Clinical Services Team Leader, will be responsible for clinical consultancy, mentoring, training, and support of Clinical Consultants located within Direct Services Teams and involved in the development of policies and frameworks relevant to clinical consultancy at STARTTS.

PRIMARY OBJECTIVES:

1. To foster and develop STARTTS organisational capacity to provide high quality clinical consultation and/or supervision.
2. To ensure all relevant STARTTS' staff receive regular clinical consultation, supervision and/or support as required.
3. To manage STARTTS' provision of clinical consultation and/or support in response to requests from external organisations working with survivors of torture and refugee trauma.
4. To ensure all clinical consultants receive training, support, and guidance in relation to clinical consultation, supervision and/or support services provided to staff and external organisations.

PRIMARY DUTIES:**1. Clinical Consultation Services**

- 1.1. Assist in the development of clinical consultancy policies and procedures at STARTTS.
- 1.2. Play a leading role in the development, implementation, and ongoing evaluation of clinical consultancy services at STARTTS.
- 1.3. Review, identify, or develop clinical consultancy resources for use at STARTTS, including external training opportunities and existing materials.
- 1.4. Assist the Clinical Services Coordinator and Clinical Services Team leader in the allocation of clinical consultants across STARTTS and to address requests from external organisations.

2. Training and Practice Development

- 2.1. This role involves training responsibilities that will average 0.2 FTE (1 day a week) across the year, depending on the schedule of workshops.
- 2.2. The focus of this role would be to support and resource STARTTS training and professional development program to develop and facilitate staff development workshops for clinical consultants, counsellors and other staff to promote high quality, evidence-informed clinical consultation and supervision practices.
- 2.3. Play a role in supporting and resourcing the training team in the development and facilitation of external workshops and in addressing external training requests as requested by the Clinical Services Team Leader.

3. Clinical Counselling

- 3.1. Provide clinical consultation to STARTTS' staff and external organisations as required.
- 3.2. Provide assessment and counselling services to clients from across the lifespan (children to older adulthood) in the context of a limited caseload with the purpose of maintaining clinical skills and knowledge of current client groups.
- 3.3. Maintain a limited caseload of several clients, such that total OOS of client services and clinical consultation is equivalent to at least 0.2 FTE.
- 3.4. Maintain flexibility in client services and consultation caseload in response to critical project demands and service demands.

4. Administration and Reporting

- 4.1. Prepare and implement an annual work-plan.
- 4.2. Comply with STARTTS and NSW Health policies and procedures, including attending mandatory training events.
- 4.3. Complete client-based documentation associated as required.
- 4.4. Participate in team meetings, staff meetings and other meetings relevant to duties as required.
- 4.5. Provide quarterly reports to the Clinical Services Team Leader.
- 4.6. Provide other reports as required.
- 4.7. Other duties as requested in line with grading, qualifications and experience.

5. Personnel

- 5.1. Contribute to the STARTTS strategic planning process and report on relevant Strategic Plan Key Performance Indicators (KPIs).
- 5.2. Participate actively in the STARTTS Performance Management program and contribute to the development of an annual work plan that aligns with the organisation's Strategic Plan.
- 5.3. Be an active participant in team meetings to maximise contribution to the work of the team.
- 5.4. Participate in STARTTS staff meetings and other relevant meetings.
- 5.5. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 5.6. Participate in identifying quality improvement initiatives/strategies.
- 5.7. Attend and participate in all training opportunities identified for the role.
- 5.8. Liaise with and seek senior advice as required.

6. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures, and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies:

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Induction and Orientation:

- Participate in an Induction and Orientation program with STARTTS.
- Obtain access to Trello and Organimi, which are tools STARTTS utilises for planning, coordination, and project management.
- Provide a clear, passport-style photograph for your profiles on each platform to maintain a visible and identifiable contact within the organisation.

Work Health & Safety Responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your supervisor any potential hazards, mishaps, incidents, or injuries that may occur or become aware of during the course of work.

Risk Management Responsibilities: All staff have a responsibility to identify any risks (i.e., the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace:

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Senior Counsellor and Consultant (Clinical Consultation)** Position Description, understand its contents, and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name:

Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: March 2027