



M: PO Box 126 PLUMPTON NSW 2761

E: hello@inclusiontree.com.au

W: www.inclusiontree.com.au

P: 1300 126 123

Job Package

Counsellor

Position title	Counsellor
Job Type	Casual up to 38 hours per week
Award	The Health Services Award
Location	Work from Home and in the Community

Inclusion Tree

Inclusion Tree provides human-centred supports services, in all States and Territories of Australia. Our services are individually tailored, strengths-focused, trauma-informed, inspired by leading edge practices and social innovations.

We enjoy compassionately inquiring together to co-create solutions that make a difference to the people experiencing disability and mental health.

We know that investing in our people and acknowledging their gifts is what makes our business grow. We are committed to nurturing the personal and professional development of all our staff through an intentional culture of growth and learning, based on 'We-Flow' principles and practices.

Role of Counsellor

You will offer effective and person-centred services that will enable people to confidently and independently carry out everyday tasks or activities. You should have a holistic perspective and be able to adapt the environment to fit the person. The role will include, but not limited to:

- Deliver appropriate individualised counselling services
- Demonstrate evidence-based practice in the delivery of therapy
- Work with individuals to refine goals and provide intervention
- Review therapeutic progress
- Document participant records and file notes

- Communicate with all stakeholders.
- Providing assessments and treatment for individuals.
- Supporting individuals and/or families in identifying goals and ensuring all necessary supports are provided.
- Planning, implementing and evaluating person-centred intervention programs for individuals with diverse presentations.
- Active collaboration as a member of our multidisciplinary team to support participant development, team knowledge and growth.

Essential Criteria

- Bachelor of Counselling or equivalent
- Compassionate and empathetic nature with a genuine interest in improving the well-being of participants
- High-level written, verbal, and non-verbal communication skills
- High-level time management skills and work efficiency
- High-level interpersonal skills
- Demonstrated honesty, integrity, and reliability
- Demonstrated high level of ethics
- Ability to work autonomously and as part of a team
- Providing Telehealth consultations as required by participants
- Commitment to ongoing professional development in the areas that support our clients
- Drivers License
- First Aid Certificate
- NDIS Quality and Safeguard Commission training requirements (you will need to create your own log in to complete this training)
- NDIS Worker Orientation Module- <https://training.ndiscommission.gov.au/>
- NDIS Worker Screening <https://www.ndiscommission.gov.au/workers/worker-screening/where-apply-worker-screening>
- COVID-19 - Training- <https://www.health.gov.au/resources/apps-and-tools/COVID-19-infection-control-training>
- COVID-19 – Vaccinations - <https://www.health.gov.au/our-work/covid-19-vaccines/disability-sector/workers?language=en>
- National Police Check: <https://www.afp.gov.au/what-we-do/national-police-checks>
- Working with Children's Check
 - VIC - <https://www.workingwithchildren.vic.gov.au/>
 - NSW - <https://www.service.nsw.gov.au/transaction/apply-working-children-check>
 - QLD - <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>
 - TAS - <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>
 - WA - <https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply>

- SA - <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc>
- NT - <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>
- ACT - <https://www.myaccount.act.gov.au/WWVPNDIS/s/wwvp-ndis-new-application-v2>

Enquiries

Application Enquiries – Human Resources email lynn@inclusiontree.com.au or hello@inclusiontree.com.au

Guide for applicants

Inclusion Tree observe EEO principles when selecting and recruiting staff. Positions are offered based on merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two recent work related Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hello@inclusiontree.com.au

Interview

If you are selected for an interview, you will be contacted by telephone or email. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

Position Description

Counsellor

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Award	The Health Services Award
Location	Work from Home and in the Community

Purpose of position

You will offer effective and Person-centred services that will enable people to confidently and independently carry out everyday tasks or activities. You should have a holistic perspective and be able to adapt the environment to fit the person.

You will require a compassionate and empathetic nature with a genuine interest in improving the well-being of our participants.

Our counsellors provides high quality support services, including identification and interventional methods that promote the mental health, well-being and safety of individuals.

Reporting relationship and accountabilities

The Counsellor will:

- Be responsible to the relevant Inclusion Tree Team Leaders
- Implement strategies set by the Team Leaders to achieve the goals of participants and/or Inclusion Tree
- Adhere to the Counsellor position description and the staff Code of Conduct

- Participate in the day-to-day operations of the agency, including attendance at Team Meetings and regular Supervision.

Specific tasks and responsibilities

The Counsellor will:

- Deliver appropriate individualised therapy services
- Conduct assessments, analyse results and report on findings
- Demonstrate evidence-based practice in the delivery of therapy
- Work with individuals to refine goals and provide intervention
- Review therapeutic progress
- Document participant records and file notes
- Communicate with all stakeholders.
- Providing assessments and treatment for individuals.
- Supporting individuals and/or families in identifying goals and ensuring all necessary supports are provided.
- Planning, implementing and evaluating person-centred intervention programs for individuals with diverse presentations.
- Active collaboration as a member of our multidisciplinary team to support participant development, team knowledge and growth.

INCLUSION TREE - PURPOSE AND GOALS

We provide individually tailored, innovative and safe options for people experiencing disability and mental health. We enjoy creating solutions that make a difference.

Our focus is on challenging current perspectives and limitations placed on those who experience disability and mental health to enhance individuals and communities so that all can enjoy a good life.

Our purpose is to inspire and enable people experiencing disability and mental health and communities to co-create opportunities and solutions that change lives for the better.

Inclusion Tree's Whole-Hearted Goals are to:

1. Provide professional and high-quality services to meet the individual needs of people experiencing disability and mental health, their families and carers.
2. Ensure that participants voices are heard, respected and understood through an inclusive approach

3. Within the community; to stand out as a reputedly trusted, reliable and attuned provider
4. Operate within the National Disability Insurance Scheme Rules, as well as relevant Australian and individual state legislations, regulations and rules.

INCLUSION TREE VISION

Challenging the status quo and pushing boundaries by sharing our wisdom and knowledge; creating an intentional culture of compassion, collaboration and connection to build individual and community networks

INCLUSION TREE MISSION

To support others to feel seen, heard and understood with a strong foundation of mutual respect, trust and honesty to construct an inclusive life where all can find a place to belong.

INCLUSION TREE PRINCIPLES OF SERVICE

The following principles guide our provision of services to people with disabilities and their families/carers:-

- Our service will reflect the rights of people with disabilities and their families/carers to social justice, economic and social equality and self-determination and to be free from discrimination based on religion, gender, race, sexuality or disability
- Quality service provision based on equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible planning using strengths-based and person centred models that ensures the safety, emotional security and connectedness of our participants
- Culturally appropriate interactions with participants are paramount
- Collaboration with participants and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

Employee Signature