

Position:	Generalist/ Family Outreach Counsellor
Program	Rural Primary Health Services
Funded By:	Commonwealth Department of Health & Ageing
Team:	Primary Care Counselling Team
Based:	GCH Stawell Office
Responsible To:	GCH Counselling Team Manager through them to the Direct Care Programs Manager and Chief Executive Officer.
Classification:	Social & Community Service Award Social Worker Class 2 Level 1 to Class 3 Level 3 depending on skills and experience
Tenure:	Contract to 30 June 2013 Subject to the signing of an Employment Schedule All positions are subject to a 3-month probationary period with a review being conducted before employment is confirmed. The period of employment is subject to ongoing funding & satisfactory work performance
Hours:	0.8 EFT – 4 days per week
Date:	FEB 2012.

GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) formerly Grampians Community Health Centre Inc, has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy including the social determinants of health as stated in the Ottawa Charter. GCH is embedded in and operates from a number of sites servicing primarily the local government areas of Northern Grampians Shire, Rural City of Ararat, Pyrenees Shire and Horsham Rural City.

Balgartnie joined GCH in 1996 as a Psychiatric Support Service – it has since broadened its role to encompass rehabilitation and sub regional outreach.

Palm Lodge joined GCH in 2002. Palm Lodge has been in existence since 1976, first as a residential rehabilitation unit for people with a substance abuse problem and more recently as a counselling & health promotion unit for substance abuse, family violence & housing support and gambling problems.

Nexus joined GCH in November 2005. Nexus developed in Horsham to meet a need young people had expressed in 1999 after the closure of another youth project, Banjo's. It now provides an opportunity for young people in and around the Wimmera to participate in the development of services and recreational activities in a supportive, safe & innovative environment.

In May 2009 GCHC became Grampians Community Health – a company limited by guarantee.

Staff at the Centre work in many areas including: Drug & Alcohol Counselling & Withdrawal services, Social Work, Community Nursing, Community Psychiatric, Youth Work, Supported Accommodation, Family Violence, Community Development, Health Promotion and Education, Palliative Care and complex service delivery for Senior Adults, people with disabilities and their carer's.

Vision Statement:

"Vibrant & Healthy Communities"

GCH, in collaboration with the communities we serve, will provide excellence & leadership in the development & delivery of primary health care & community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera

Philosophy Base:

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human Rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff & clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

"Strengthening Rural Communities" is the funding stream provided by the Commonwealth Department of Health and Ageing to support the Rural Primary Health Service program. The program was developed to decrease the inequities between rural and metropolitan health, and is specifically targeted towards communities of less than 200 residents.

The program services the towns of Marnoo, Halls Gap, Landsborough, Navarre, Great Western and Glenorchy.

Stawell Regional Health is the lead agency for this collaborative project. The other partners in the project are Grampians Community Health & Budja Budja Aboriginal Co-Operative.

The goals of the RPHS Program are as follows:

- Goal 1 Enhance access to quality, multi-disciplinary, comprehensive primary health services;
- Goal 2 Establish and maintain mechanisms for effective community participation in the ongoing review, planning and management of health services;
- Goal 3 Adopt integrated approaches to planning and delivery of health services to maximise health gains for consumers; and
- Goal 4 Manage services in accordance with a quality improvement framework including organisational and cultural change.

Key Aims and Objectives of this position

- ❖ To provide family, relationship and general counselling services to residents of the area surrounding Stawell.
- ❖ To develop and implement, in conjunction with other counselling team and/ or Commonwealth regional health service team members, group and/or promotional activities for the same client base, as appropriate.
- ❖ Peer supervision and support to the commonwealth regional health team and the counselling team when needed.

Key Tasks and Project Responsibilities

- * To offer a comprehensive counselling service using support, counselling and referral as required to individuals, couples families and groups including to Budja Budja.
- * To liaise and work with existing professionals and community groups, programs and agencies and service networks within the sub region and region to ensure an integrated approach to service delivery.

- * Develop and maintain links with other service providers and community resources in order to respond to identified client needs and to reduce duplication of services.
- * Participate in relevant community activities.
- * Participate in Commonwealth Rural Primary Health Service meetings with other team members
- * Maintain appropriate confidential records including data collection and narrative for the program
- * In collaboration with other interested workers or community members develop and implement identified health and community based education and support programs.
- * Promote awareness of health & welfare issues in the local community.
- * Maintain knowledge of current and relevant information/legislation appropriate to the position.
- * Review & evaluate programs on an ongoing basis including the collation of reports required by funding bodies i.e. progress reports.

Standard responsibilities held in conjunction with all staff of the Company:

- # This position requires active participation in the Quality Assurance programs of GCH - principally weekly casework meetings, professional supervision, GCH team meetings, GCH staff development days and annual staff weekend and G.C.H. staff meetings. Included in this is participation in centre-wide and program- specific health promotion activities.
- # As part of the GCH team, participate in the daily activities required for the smooth operation of the centre ie intake duty etc

KEY SELECTION CRITERIA:

Ability to successfully carry out the following tasks:

1. **Advocacy** at all levels
2. Competency in both **Counselling and case management skills**
3. **Planning, implementation and evaluation** of the service.
4. Work with a deep understanding of the **social model and determinants of health** and how it relates to wellbeing and good health outcomes.
5. Work with an understanding of **Self Management and Health Coaching principles**
6. Understanding of the process of **social recovery after a traumatic event**
7. Work with diverse groups of people using excellent **group work skills**
8. Work within **privacy guidelines** in a small community
9. Have the ability to **prioritise and contain the work load** when necessary
10. Model **leadership qualities** in the areas of QA and the social model of health
11. Understanding and knowledge of and belief in **Quality Assurance**
12. Excellent written and oral **communication skills**.
13. Understanding of the **rural community**.
14. **Ability to work alone** on outreach or as part of a team
15. Knowledge and understanding of the **health prevention issues**, including social, behavioural, psychological, environmental and biological factors.

QUALIFICATIONS & EXPERIENCE:

- Tertiary qualifications in an appropriate counselling/welfare field.
- experience in counselling and case management
- an approved qualification in Social Work (acceptable for professional membership of the Australian Association of Social Workers) desirable but not essential.

OTHER SKILLS:

- Demonstrated ability to provide peer support & work as part of a team.
- Ability to work in an empathetic non judgmental manner.
- A good knowledge of health & welfare services.
- License to drive a motor car essential.
- Well developed computer skills.

Other Conditions:

1. No overtime allowance is made for this position. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the Counselling Program Manager and/or Chief Executive Officer and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.
2. The organisation's cars can be used for work related activities, depending on availability. Use of own car will be reimbursed at the modified RACV mileage rate. **Note:** The use of a private vehicle to travel in excess of 40km return needs to be approved in advance by the Program Manager, Resources Manager or the CEO
3. This position will have an annual appraisal at which time the job description will be reviewed by the Counselling Program Manager and a GCH Core member in consultation with the employee and modified if necessary.
4. Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
5. Annual Leave and Personal (Sick) Leave will be payable on a pro rata basis.
6. GCH understands that "normal working hours" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Out of Hours" book.
7. Superannuation contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
8. All permanent GCH staff have access to salary packaging which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
9. 48/52 or 50/52 leave variation options may be available at the relevant Managers discretion after a qualifying period (check policy '5.3 Employment Conditions' for details)
10. A National Police Check & Working with Children Check (if required) will be carried out at the GCH's expense prior to commencement of employment.
11. Grampians Community Health is an Equal Opportunity Employer and a smoke free workplace.



Additional Information to Applicants

- *Key selection criteria must be specifically addressed in your application*
- Applications should include clear details of work experience and qualifications
- Applications should include two written references and the name, address and daytime telephone number of two work- related referees

Applications must reach the address below by

5pm Friday 17th February 2012

Late applications will not be considered.

Applicants should include day and evening telephone contact numbers so that we can readily arrange interview times if necessary

If you are emailing your application, you will be sent an email confirmation of receipt of your application. If you do not receive this, please contact reception to confirm that your application has been received.

Successful applicants would be required to undergo a police check

Address applications to:

“CONFIDENTIAL”
Jill Miller
CEO
Grampians Community Health
8 – 22 Patrick St
STAWELL Vic 3380

Ph: 5358 7400 Fax: 5358 4113

E-mail: gch@grampiancommunityhealth.org.au