



POSITION DESCRIPTION

Position Title	Contract Counsellor	Date: Nov 2019
Reports to	Clinical Services Team Leader	
Location	Wellington	
Hours of Work	As required	
Positions reporting to this position	NIL	

Skylight background:

Skylight is a national not-for-profit trust that supports children, young people and their whānau to navigate through tough times by building resilient individuals and communities. Skylight's services and programmes are built with trauma informed practice and a focus on building resilience. Skylight delivers services directly to children, young people and whānau. Skylight also builds capability of communities in the wider sector through training and professional development. (www.skylight.org.nz)

Skylight purpose:

Building resilient children, young people, whānau and communities.

Key relationships:

Internal:

Clinical Services Team Leader
Counselling Coordinator
Resource Coordinator
All Skylight Managers and Staff

External:

Individual clients, families and groups
Referral agencies
Schools
Relevant Government Departments / Agencies
Other national / regional organisations interested in change, loss and grief education and counselling services

Scope of the Role:

The primary role of the Contract Counsellor is to provide a high-quality counselling service and counselling support activities to all Skylight clients. Supported by the Clinical Services Team Leader and the Counselling Coordinator, the Contract Counsellor will offer professional, knowledgeable, culturally appropriate and confidential counselling support to clients, other referral agencies and any other relevant stakeholder, following all Skylight policies and procedures.

The Contract Counsellor will work collaboratively with the Clinical Services Team Leader in the development of a national profile of **Skylight** as a high-quality service delivery agency.

Everybody's must do's:

- We expect you to be a Skylight ambassador through promoting our organisation and values
- We expect you to comply with and actively support all Skylight's policies and procedures
- We expect you to be a team player, supporting the Skylight team with a 'no surprises' approach
- We expect you to KEEP OUR WORKPLACE FAIR AND SAFE – free from all forms of discrimination and harassment; and free from injury and incident

POSITION DESCRIPTION

Key Accountabilities:

Accountability	Major Activities	Performance Indicators
Counselling administration & support	<ul style="list-style-type: none"> • Provide high quality Counselling Services to children, young people, families and individuals according to Skylight quality standards. • Provide counselling / support services in an ethical manner totally consistent with all Skylight practice protocols, including Skylight Clinical Service Practice Framework and the Health and Safety at Work Act. • Identify specific change, loss and grief counselling / support needs and services and develop new approaches to support them within the Skylight philosophy. • Develop referral sources which contribute revenue to Skylight. • Network with other agencies to ensure that they are familiar with skylight counselling / support service and how they can be of value to them. • Network with other agencies, in collaboration when there is mutual involvement in a case. • Extend the provision of change, loss and grief services for Maori and Pacifica children, young people and their family/whanau wherever possible. 	<ul style="list-style-type: none"> • Comprehensive, high quality counselling / support services which reflect best practice and Skylight philosophies are provided. • Consistent reports to Counselling Coordinator, using the forms and documents developed for each case. • Contract Counsellor demonstrates working collaboratively with other agencies to support clients. • Contributes to Skylight positioning as the leading New Zealand organisation focussed on change, loss and grief for children, young people and their families in terms of counselling/support • Ensures that all counselling, education and training programmes and services are consistent with the requirements of the Treaty of Waitangi. • High quality evaluations are received from counselling activities participants and referral agencies. • Positive feedback is received from clients, families and referral agencies from the counselling/support service provided.
Administration other	<ul style="list-style-type: none"> • Update of case records and files in the appropriate Client Management System. • Update of case notes and client forms in hard files. • Interagency collaboration: attendance to meetings, preparing all the necessary documents. 	<ul style="list-style-type: none"> • Case records are updated in a timely manner, both in the Client Management System and the Counselling records/files. • High quality documentation and reporting is produced, which enables service delivery data to be analysed, reported and audited easily.

POSITION DESCRIPTION

Accountability	Major Activities	Performance Indicators
Team and People	<ul style="list-style-type: none"> • Build and maintain effective working relationships. • Contribute to the overall health of Skylight culture. • Contribute to a “one team” focus for Skylight. • Comply with Skylight policies and procedures. 	<ul style="list-style-type: none"> • Contribute and demonstrate harmonious relationships across Skylight. • Actively demonstrates compliance and support to all safety standards, policies and procedures.

Expertise:

Expertise	Must have	Great to have
Knowledge/ Experience	<ul style="list-style-type: none"> • Experience in providing counselling for children, young people, families and individuals. • Experience of direct delivery and facilitation of groups. • Understanding, knowledge and sensitivity in dealing with grief, loss and trauma. • Experience in managing high volume activity. • Experience in public speaking-type activities. • Knowledge of the Treaty of Waitangi. • Demonstrated ability to work in collaborative relationships. • Competent computer and keyboard skills. • Competent reporting skills. 	<ul style="list-style-type: none"> • Understanding of the not-for-profit and/or social services environment. • Track record of identifying opportunities for improvement and delivering effective change. • A network of contacts in the community appropriate to the position. • Reporting experience. • Experience in working with or alongside multi-cultural professional and service organisations. • Anticipates and resolves problems by making sound decisions based on risk management analysis and Skylight policies. • Experience in both education programme content development and writing would be an advantage.
Skills/Behaviours	<ul style="list-style-type: none"> • Strong clinical skills and use of clinical language in reporting. • Sensitivity towards Maori, Pacific People and other cultures. • Commitment to self-care given the nature of Skylight’s work. • Demonstrated ability to build and maintain strong productive internal and external relationships. • Ability to relate and communicate effectively with a 	<ul style="list-style-type: none"> • Strong organizational skills and learning skills • Current clean driving licence

POSITION DESCRIPTION

	<p>broad cross-section of New Zealand society.</p> <ul style="list-style-type: none"> • Strong sense of ethics, both NZAC Code of Ethics and a Personal Code of Ethics. • Ability to function collaboratively as part of a Clinical Team • Excellent communication skills supplemented by demonstrated creative skills in written and visual form. • Personal commitment to keeping knowledge and skills up-to-date. 	
<p>Qualification</p>	<ul style="list-style-type: none"> • Professional qualification relating to counselling – tertiary qualification preferred - (minimum BSW, B.Ed., B.A. Counselling, BA(Psych), Counselling Diploma, Psychotherapy Diploma or Certificate or similar). Consideration may be given to a candidate who has completed professional training. 	<ul style="list-style-type: none"> • Full Membership of NZAC, professional association or professional group affiliation related to the counselling field, or relevant to the applicants training.