

**ASYLUM SEEKERS CENTRE of NSW (ASC)
POSITION DESCRIPTION**

POSITION TITLE: Counsellor / Mental Health Worker

PERIOD OF APPRAISAL: 3 months with annual review

AWARD: Volunteer Position

VOLUNTEER CONDITIONS: 12-15 hours per week; One year commitment.

RESPONSIBLE TO: Caseworker Coordinator and Health Care Coordinator

The Asylum Seekers Centre of NSW (ASC) is an independent, not-for-profit, non-government organisation which aims to provide a welcoming environment and practical support for community-based asylum seekers living in NSW, while building support and pursuing social justice for this population. Our vision is that asylum seekers are welcomed to Australia and afforded a dignified, meaningful and safe existence pending the fair, transparent and expeditious resolution of their claims for refugee status.

SELECTION CRITERIA

Essential

- Appropriate level of qualifications and experience in Psychology, Social Work, Mental Health Nursing or equivalent qualification and registration with a relevant professional body
- Experience in mental health assessment/case management
- Ability to deal with challenging behaviours
- Ability to use telephone interpreter services
- Demonstrated knowledge and skills in contemporary mental health care
- Ability to work independently and as a part of a team
- Excellent communication skills with clients in a multi-cultural context and with other members of the caseworker and health worker team
- Knowledge of OHS responsibilities and commitment to attending relevant OHS training
- Professional indemnity insurance

Desirable

- Understanding of working cross culturally

KEY PURPOSE OF THE ROLE

The position is to establish and facilitate the provision of supportive counselling and mental health care for people who present at the centre, both in centre and in private practice. The aim of the position is to provide improved access to mental health care, and to improve outcomes in terms of mental health for asylum seekers.

KEY RESPONSIBILITIES

The provision of clinical services:

- Establish a therapeutic relationship with the client
- Conduct an initial mental health assessment and develop a care plan
- Provide supportive counselling using an appropriate therapeutic framework for these clients i.e. Cognitive Behaviour Therapy, relaxation therapy, solution focussed therapy, strength based and holistic care
- Provide individual psycho-education
- Liaison with ASC staff as needed
- Regularly review the clients mental state
- Referral to other mental health and physical health services, including the community crisis team as appropriate

Administration and Coordination of Health care:

- Contribute to the planning and care management of the client
- Participate in team care with Health Care Coordinator and Casework Team
- Maintain essential documentation
- Maintain and report relevant client data on ASC database
- Participate in policy and procedure development and review

Manage the caseload:

- Maintain an average caseload of three individual services per session