



POSITION DESCRIPTION

Position:	Casual Relief Counsellor
Reports to:	Coordinator
Remuneration:	\$27.49 to \$30.91 depending upon experience (includes casual loading in lieu of leave)
Location:	237 Lutwyche Road, Windsor

The Relief Counsellor may be needed to work at short notice and we would anticipate that this may involve 2-3 days per month.

OUR VISION

All women can freely determine their sexual and reproductive health choices.

OUR MISSION

Children by Choice supports and empowers women to freely determine their sexual and reproductive health choices through unplanned pregnancy counselling, education and advocacy.

OUR KEY VALUES

- pro-choice and woman-centred
- ethical and evidence based
- non-judgmental and unbiased
- confidential and respectful
- commitment to social justice, diversity and equity
- right to self determination

General Information

Children by Choice provides counselling, information and referral services to Queensland women experiencing unplanned pregnancy. The Relief Counsellor works within a small multidisciplinary team who work collaboratively to ensure high quality services are delivered to our clients. The majority of client contact sessions are 'one off', by telephone, with limited ongoing counselling work. These sessions can vary greatly in length depending upon the client's need for decision making counseling or brief information. Face-to-face unplanned pregnancy decision-making counselling sessions are undertaken at our Brisbane premises. Besides information provision and decision-making counselling, some post-abortion counselling is also provided.



Counselling Responsibilities

- Provide pro-choice decision-making counselling to our clients. Women are supported to make informed choices on all options relating to unplanned pregnancy, parenting, adoption and abortion, and the Counsellor ensures that counselling is provided consistent with client's needs, wants and circumstances.
- Respond promptly to client requests for referrals and information about unplanned pregnancy, via telephone and email based on their requests and needs.
- Ensure counselling case notes and client statistics are written and recorded in a timely manner consistent with confidentiality and professional standards.
- Administer gift funds to clients within the guidelines of the Women's Access Fund Project, where requested and funds available.
- Where requested, provide information resources to women's health and allied health organisations and professionals across the State with information relating to Children by Choice services, unplanned pregnancy and pregnancy options, including culturally diverse groups.
- Maintain up-to-date knowledge of trends and research in the area of unplanned pregnancy counselling and abortion.
- Participate in regular peer supervision.
- Advocate with or on behalf of clients where appropriate.

General Responsibilities

- Engage in collaborative processes with other staff members.
- Participate in any performance review and supervision processes with Coordinator, where requested.
- Adhere to organisational policies and procedures.
- Observe Workplace Health & Safety obligations.
- Undertake relevant training and professional development where requested.



REQUIREMENTS

Essential

1. Possession of a tertiary qualification in Social Work, Psychology, Behavioural Sciences, Counselling or equivalent.
2. Demonstrated ability, skills and preferably experience in counselling women from a feminist perspective.
3. Demonstrated highly developed communication skills including listening, written, verbal and interpersonal skills.
4. Good knowledge of women's reproductive health issues, unplanned pregnancy and abortion.
5. Sound computer skills, including knowledge of computer based software packages, in particular client database systems, Internet and Email programs.
6. Ability to be self-motivated while working collaboratively within a team environment.
7. Commitment to the vision, mission, values and objectives of Children by Choice and a woman's right to choose abortion.