

**JOB DESCRIPTION FOR
ADOLESCENT AND FAMILY COUNSELLORS**

(As recommended by the Adolescent & Family Counsellors Association Inc.)

Job Title: Adolescent and Family Counsellor (AFC)

Revised March 2009

1. Objectives:

- 1.1 The goal of intervention by the counsellor is to effect reconciliation between young persons and their families, leading to the young person staying within the family home or being restored to the family or towards independent living where this is acceptable and appropriate;
- 1.2 This will be achieved by:
 - 1.2(i) Using an integrated counselling approach that promotes, facilitates and supports change in the interaction between young people and their families as per your service specifications/funding agreements;
 - 1.2(ii) Providing a preventative service to families before major problems develop;
 - 1.2(iii) Promoting emotional growth and independence in service users;
 - 1.2(iv) Respecting and, where possible and appropriate, maintaining the family unit;
 - 1.2(v) Building networks and arranging programs/groups, as a need arises, in the local area to promote better family relationships and preventing family breakdown;
 - 1.2(vi) Acting as a resource to schools and agencies working with adolescents.

2. Qualifications:

- 2.1 Tertiary qualification in psychology, counselling, family therapy, social work, welfare;
- 2.2 Demonstrated ability to use a range of counselling approaches relevant to individual and relationship counselling/therapy;
- 2.3 Ability to work effectively with minimal workplace supervision;
- 2.4 Planning and organisational skills;
- 2.5 Capacity to consult and work with government departments and community agencies.

3. Accountability:

- 3.1 The counsellor will be employed by (Name of organisation)
..... and will be administratively accountable to the Management Committee of that organisation;
- 3.2 In their clinical practice, the Adolescent & Family Counsellor will uphold the standard of ethics as outlined in the Adolescent & Family Counsellors' Association Inc. Code of Ethics.

STATEMENT OF DUTIES

4. Casework: (Approximately 15 hours face to face counselling per week)
 - 4.1 Assess the appropriateness of intervention in the family system;
 - 4.2 Assess the operation of the family system and goals for intervention;
 - 4.3 Develop an appropriate program on intervention, from a range of family therapy modalities which address people within their social context;
 - 4.4 Implement the intervention through formal sessions with the clients;
 - 4.5 Apply appropriate case management techniques so that the case moves from referral to termination constructively for all parties;
 - 4.6 Effect termination of the case either via reconciliation and restoration where that is appropriate and possible, or some more appropriate course of action;
 - 4.7 Determine what, if any, follow-up is needed and by whom;
 - 4.8 Provide reports, assessments for court and participation in case conferences as appropriate;
 - 4.9 Accept enquiries and referrals at the discretion of counsellor.
5. Preventative Work and Networking: (Approximately 8 hours per week)
 - 5.1 Develop and maintain a community support network;
 - 5.2 Liaise with other relevant service providers including the Department of Community Services, for referral, consultation, case management planning, monitoring and review;
 - 5.3 Offer support and training to adolescents, parents and the community;
 - 5.4 Determine the family problems most frequently referred for counselling;
 - 5.5 Develop programs to address the problems within the community.
6. Administration (Approximately 7 hours per week)
 - 6.1 Maintain clear, confidential and up-to-date case files;
 - 6.2 Maintain statistics and data as required by the funding body/ organisation of each individual service.
 - 6.3 Maintain confidential statistic data for the employer;
 - 6.4 Submit accurate petty cash records, time and travel sheets;
 - 6.5 Where required attend monthly meetings of the Management Committee and present a report each month on the counsellors' workload, issues related to the effectiveness of the service, training etc.
7. Professional Development:
 - 7.1 Identify one's own professional needs and attend relevant training, as approved by the Management Committee;
 - 7.2 Participate in peer supervision as provided by the Adolescent and Family Counsellors' Association's (AFCA) appropriate regional group;

7.3 Accept regular professional clinical supervision in individual and family therapy as set out in the Employment Policy.

N.B. This Job Description recommendation is pro rata.

Revised March 2009

This job description complies with the recommendation of the Adolescent & Family Counsellors Association