



CatholicCare Canberra & Goulburn

DUTY STATEMENT

COUNSELLOR- COASTAL & RURAL AREAS

Reports to: Manager Counselling
Award: Centacare Agreement Student & Family counsellors Level
1 - 2
Status: Permanent, part-time &/or full-time
Location: Coastal or Rural Areas

AUTHORITIES

1. Liaise with other services in the community as appropriate

RESPONSIBILITIES

1. Provide counselling to individuals, couples and families
2. Plan and provide a range of group work and presentations
3. Maintain case records and complete statistics as required
4. Maintain banking, mailing and other admin requirements



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SELECTION CRITERIA

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ESSENTIAL

1. Experience in counselling and knowledge of or experience in working with couples and families
2. Well-developed oral and written communication skills
3. Ability to work independently or as part of a small team

DESIRABLE

1. Understanding of the particular issues facing individuals, couples and families in rural areas
2. Ability to run groups and/or conduct workshops/presentations
3. Computer literacy skills, including a working knowledge of Microsoft Word and Access