



## Position Information

<b>Position</b>	<b>Low Intensity Cognitive Behavioural Therapy Counsellor</b>
<b>Eligibility</b>	Open to internal and external applicants
<b>Working Location</b>	Mount Gambier, South Australia
<b>Classification</b>	DGP 3
<b>Job Status</b>	Up to 0.8 FTE
<b>Salary</b>	\$67996- \$72805 p.a (pro rata + Super + Salary Packaging)
<b>Applications Closing Date</b>	<b>15 December 2023</b>

## About Us

Thank you for your interest in applying for the position of Low Intensity Cognitive Behavioural Therapy (CBT) Counsellor at FocusOne Health. FocusOne Health is a purpose led, Not for Profit, organisation with strong organisational values and culture. To find out more about our organisation, please visit [www.focusonehealth.com.au/about](http://www.focusonehealth.com.au/about)

## About the Role

The LICBT Counsellor at FocusOne Health, plays a crucial role in providing evidence-based low intensity cognitive behavioural therapy to individuals experiencing mild mental health issues, with a primary focus on anxiety and depressive disorders. The interventions delivered are the entry steps to FOH primary care stepped care framework, ensuring a tailored approach to address the unique needs of each client.

The Counsellor supports both people waiting for longer term or higher intensity services, as well as those with mild / lower needs who would benefit from a structured brief intervention approach to manage their mental health.

All FocusOne Health staff demonstrate an understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&S Act.

FocusOne Health offers a supportive environment, working with a team of dedicated professionals to support your career development. Access to significant Professional Development opportunities is available.

We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people, people with a lived experience of mental ill-health, people from culturally and linguistically diverse backgrounds, and people who identify as LGBTIQ+.

The successful applicant will be remunerated in accordance with FocusOne Health's EBA dependent on skills, experience, and qualifications. We offer flexible terms and conditions and attractive salary packaging arrangements. For more information about salary packaging, please visit Discover salary packaging - Community Business Bureau (cbb.com.au).

Comprehensive onboarding and induction to the role will be provided to the successful applicant.

**We reserve the right to appoint to the role prior to the application closure date.**

## **How to Apply**

**Applicants are required to address the Selection Criteria of the Job Description below in their cover letter in order to be considered.**

Your application addressing the selection criteria and current resume, including contact details for 3 referees, are to be emailed to [info@focusonehealth.com.au](mailto:info@focusonehealth.com.au)

## **Immunisation**

FocusOne Health strongly encourages its employees to be fully vaccinated to protect their health and that of our clients and their family and friends.

## **Pre-employment Screening**

If you are selected for an interview, copies of the documentation outlined below will be requested at the job interview. If these documents are not available by the interview date, this can be discussed on the day.

### **Criminal History Assessment**

In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the successful application will be required to attain appropriate criminal and relevant history screening assessment / criminal history check. The following checks will be required for this role:

National Police Clearance

Working with Children Check – DHS

Aged Care Clearance – DHS

**Certificates & Licences**

Evidence of Qualification (or willingness to obtain)

Evidence of Professional Registration

Evidence of Safe Environments for Children and Young People Training

Copy of Drivers Licence

Copy of Car Registration

Copy of Comprehensive Vehicle Insurance

SA Health COVID19 Vaccination Certificate/History Statement

Confirmation of Immunity Status

Position Details	
<b>Position Title:</b> Low Intensity Cognitive Behavioural Therapy (LiCBT) Counsellor	<b>Date approved:</b> 30/11/2023
<b>Fulltime Equivalent (FTE):</b> 0.8 FTE	<b>Status of employment:</b> Refer to 'employment letter of engagement'
	<b>Location:</b> Refer to 'employment letter of engagement'

Position Context	
Organisation Overview	FocusOne Health is a locally run not for profit organisation providing a range of programs and services that aim to raise awareness and improve health outcome of the community. Working in partnership with a broad range of organisations and service providers to deliver integrated and coordinated health services to the community (including General Practice, medical specialists, allied health services and state government health services). An integrated approach is taken to support individuals in prioritising their health and wellbeing.
Job Purpose Statement	<p>The LICBT Counsellor at FocusOne Health, plays a crucial role in providing evidence-based Cognitive Behavioural Therapy to individuals experiencing mild mental health issues, with a primary focus on anxiety and depressive disorders. The Counsellor's responsibility includes offering brief interventions to those awaiting access to higher intensity and longer duration programs, with a keen awareness of social determinants of health such as sleep hygiene, nutrition, hydration, purposeful movement, and social connection.</p> <p>In addition the counsellor will engage with individuals identified with low intensity mental health needs, delivering up to 6 sessions of brief cognitive behavioural therapy. The interventions delivered are the entry steps to FOH primary care stepped care framework, ensuring a tailored approach to address the unique needs of each client at the local level.</p> <p>FocusOne Health follows a stepped care approach, and as a LICBT Counsellor, you contribute to matching individuals with services that align with their mental health needs. Access to clinical supervision and line management support facilitates program determination, assessment, progress tracking, and the implementation of escalation pathways to address intensifying care needs. Counsellor responsibilities encompass the coordination, delivery, and evaluation of the program.</p> <p>All FocusOne Health staff demonstrate an understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&amp;S Act.</p>
Reporting Relationships	<b>Line Management:</b> Reports through the designated FocusOne Health Services Manager

	<p><b>Clinical Accountability:</b> Seeks leadership, advice and support for clinical matters from the Senior Mental Health Supervisor and PMHC / CCC colleagues.</p> <p>Is accountable to the Board of Management of the FocusOne Health Inc. (through the organisational management structure).</p>
Working Relationships	<p>Participates in and actively contributes in regular clinical supervision and in peer clinical review processes.</p> <p>Is a member of the multi-disciplinary FocusOne Health Team and may liaise with FocusOne Health membership and other relevant stakeholders on behalf of FocusOne Health.</p> <p>Consulting and collaborating with other health care professionals, both within the organisation and the community, to ensure optimal client outcomes.</p>
Line Management Responsibility	Nil
General Expectations	<p>Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.</p> <p>Maintains confidentiality and operates within the Information Sharing Guidelines.</p> <p>Participation in Performance Development Reviews every 12 months</p> <p>FocusOne Health is a smoke free workplace</p>
Immunisation Requirements	<p>FocusOne Health strongly encourages that employees for this position provide confirmation of their immunity status.</p> <p>This role is identified as  <b>Category B-</b> Indirect contact with blood or body substances. Rarely have direct contact with blood or body substances. These staff may be exposed to infections spread by airborne or droplet routes, but are unlikely to be at occupational risk from blood borne diseases.</p> <p>FocusOne Health strongly encourages employees for this position provide confirmation of up-to-date COVID-19 vaccination, with a COVID-19 vaccine approved by the Therapeutic Goods Administration (TGA), prior to commencement of employment.</p>

Special Conditions	<ul style="list-style-type: none"> <li>Registered (or be willing to be registered) with Australian Counselling Association (ACA) or Psychotherapy and Counselling Federation of Australia PACFA</li> <li>Some of our hours work may be required for which time off in lieu is to be taken</li> <li>Travel throughout FocusOne Health's catchment, with occasional intra-state trips (to Adelaide) and inter-state travel will be required.</li> <li>A current South Australian Driver's Licence is essential, and use of comprehensively insured personal motor vehicle will be required, for which there will be mileage remuneration in line with Collective Agreement and FocusOne Health policy.</li> <li>In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the attainment of both a National Police Clearance and a Working with Children Check is required prior to commencing employment.</li> </ul>
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Key Responsibilities			
Accountability	Key Activities and Outcomes (What is to be achieved-responsibilities and duties)	Key Performance Indicator (This is the measurement criteria for how each accountability/responsibility is achieved)	
		Outcomes	Outputs
<b>Service Delivery</b>	<p>The LICBT Counsellor contributes to the planning, evaluation, delivery and reporting of the LICBT service.</p> <ul style="list-style-type: none"> <li>LICBT Counsellors undertake suitable professional development prior to the delivery of services direct to clients. Services are delivered the context of the Contracted Services Scheduled between CSAPHN and FocusOne Health and in conjunction with developed Program Guidelines, and FocusOne Health's Policy, Procedures, Work Instructions, and Templates and Forms.</li> <li>Counsellors utilise supervision, review program determination, assessment and progress, including where clients requirement movement to other services within a stepped care approach to primary mental health services</li> <li>Facilitates best practice and up to date communication with and between stakeholders.</li> <li>Actively participates in all clinical supervision activities, evaluation processes and team meetings at FocusOne Health.</li> <li>Provides timely and accurate services to enable assigned national, state and non-government funded health programs to be</li> </ul>	<ol style="list-style-type: none"> <li>Professional clinical mental health services are provided to clients in accordance with program contract and supporting guiding documents (eg guidelines, work instructions) and FOH Clinical Governance Framework.</li> <li>Timely assessments, case notes and closure requirements are completed (as per program work instructions).</li> <li>A caseload will be maintained as determined by program work instructions and in consultation with Line Manager and Clinical Lead.</li> <li>Good communication flow and collaborative care is delivered.</li> <li>Strong adherence to organisational processes and procedures.</li> </ol>	<ol style="list-style-type: none"> <li>Deliver a minimum of 5 brief intervention sessions each working day <i>These targets are based on building demand for the program and will be reviewed and increased incrementally as demand for the program grows.</i></li> <li>Where a client receives two or more sessions there will be 100% Collection of K10+ for each client at start and close of each episode.</li> <li>80% collection Client satisfaction survey for each client.</li> <li>100% collection of demographic and cultural information for each client.</li> <li>100% collection of PMHC MDS data.</li> <li>Monitors clients on the waitlist as required.</li> </ol>

	<p>implemented, integrated and articulated appropriately to General Practice and the community.</p> <ul style="list-style-type: none"> <li>• Develop a collaborative approach with relevant agencies to ensure effective management of mental health conditions within the community.</li> <li>• Ensures service provision to ATSI and CALD community members is culturally appropriate.</li> <li>• Participates in community education and promotional strategies.</li> <li>• Counsellors utilise supervision, review program determination, assessment and progress, including where clients require movement to other services within a stepped care approach to primary mental health services.</li> </ul>	<ol style="list-style-type: none"> <li>6. Uniqueness of the individual is understood and fostered.</li> <li>7. Opportunity for real choice is afforded to all clients.</li> <li>8. All individuals are treated with Dignity and Respect.</li> <li>9. Recovery is evaluated.</li> </ol>	
<p><b>Quality Assurance and promotion of FocusOne Health services</b></p>	<p>The Counsellors assists with the implementation of continuous quality improvement and assurance activities within the FocusOne Health's quality assurance framework and supports the promotion of FocusOne Health Services.</p> <ul style="list-style-type: none"> <li>• Maintain clinical governance arrangements that align with all national, state and local standards, particularly the National Mental Health Standards 2010, and include feedback mechanisms, relevant clinical supervision, and performance monitoring and review arrangements.</li> <li>• Participates in team meetings, planning activities, program and/or advisory groups and FocusOne Health-wide quality assurance activities.</li> <li>• Contributes to best practice standards of program service delivery through supporting the promotion and implementation of quality management systems, evaluation and reporting.</li> <li>• Represents FocusOne Health at local, regional, and state meetings and conferences as required.</li> <li>• Provides assistance in the maintenance of data collection systems relevant to the evaluation of programs.</li> <li>• Participates in ongoing professional development including annual performance reviews, and the development of and review of Key Performance Indicators.</li> <li>• Supports the principles of equal opportunity, fairness, honesty and respect and fosters WH&amp;S in the workplace.</li> <li>• LiCBT is delivered in the context of the Contracted Services Scheduled between CSAPHN and FocusOne Health and in conjunction with developed Program Guidelines, and FocusOne</li> </ul>	<ol style="list-style-type: none"> <li>1. Demonstrate commitment to the objectives of the team and organisation and show considerable drive and effort in achieving work and organisational goals.</li> <li>2. Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team and in line with organisational goals.</li> <li>3. Engages positively and professionally with FOH management, staff, clients and stakeholders.</li> <li>4. Shows leadership and active participation in the Safety and Quality initiatives of the organisation including but not limited to: <ul style="list-style-type: none"> <li>• presenting de-identified clients for review at peer clinical reviews and providing input into multi-disciplinary peer review meetings</li> <li>• integrates learnings and recommendations from clinical file audits into clinical practice</li> <li>• actively reports clinical incidents and 'near misses' as per clinical incident reporting procedures and</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Participate in the development of program delivery plan.</li> <li>2. Develop communication strategy for interactions with referring GP practices and other referring agencies.</li> </ol>

	Health's Policy, Procedures, Work Instructions, and Templates and Forms.	<ul style="list-style-type: none"> <li>participates in clinical incident processes</li> <li>• participates in customer feedback initiatives, supporting clients to understand how their input is used to inform safety and quality of the organisation</li> <li>• actively engages in mental health accreditation, understanding standards and implementing adherence to in clinical practice</li> <li>• demonstrates and participates in mandatory and professional learning; sharing with colleagues through sharing learnings and industry updates</li> <li>• displays 'openness' in professional conduct</li> </ul>	
<b>Program Implementation</b>	<p>The LiCBT Counsellor contributes to the planning, evaluation, delivery and reporting of the LiCBT service.</p> <ul style="list-style-type: none"> <li>• Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures.</li> <li>• Is an integral role in representing FocusOne Health in working towards a collaborative approach with relevant agencies to ensure effective communication regarding client care and progress is shared with appropriate stakeholders in line with the Information Sharing Guidelines.</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintains accurate records of client attendance, appropriate case notes and necessary forms, relating to service delivery.</li> <li>2. Ensuring that Service delivery complies with the appropriate policies and procedures set out in the Policy and Procedures manual and as per legislative requirements.</li> <li>3. Demonstrates effective communication including in line with Information Sharing Guidelines.</li> <li>4. Maintains an up to date knowledge of FOH services, other associated services and relevant legislative changes affecting mental health service delivery.</li> <li>5. Collates and reports service delivery data as required in a timely manner.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completes Information Sharing Guidelines online refresher.</li> <li>2. Provide data for quarterly reports as required.</li> </ol>
<b>Administrative Duties</b>	<b>Actively undertake administrative duties pertinent to the role and those that support the organisation</b>		



	<p>Monitor emails, phone calls and other communications as required.</p> <p>Ability to work under pressure and prioritise workload.</p>	<ol style="list-style-type: none"> <li>1. Administrative tasks completed in a timely fashion and tasks are prioritised demonstrating effective time management.</li> <li>2. Supports other teams and staff in administrative functions to ensure quality Customer Service and Team Work is demonstrated; including support of key service functions such as reception, office arrangements and positive organisational culture maintained.</li> </ol>	
<b>Team Work</b>	<p><b>Actively contribute to the success of FocusOne Health and its culture through effective communication, and by contributing to and facilitating teamwork in all facets</b></p> <p>Demonstrated ability to work independently as well as part of a multi-disciplinary team.</p> <p>Contribute to a team culture where individual members are valued and recognised for their diverse skill sets.</p>	<ol style="list-style-type: none"> <li>1. Contributes positively and professionally to teams and programs working within.</li> <li>2. Demonstrate active participation in team planning; ensuring team initiatives are communicated across teams you work within.</li> <li>3. Display organisational values, role models appropriate conduct and operates within organisational boundaries and systems</li> <li>4. Prepare for and participate in regular 1:1s with line manager, utilising the time to report achievements, issues and concerns</li> </ol>	
<b>Work Health Safety and</b>	<p><b>Maintaining and improving the quality in all FOH activities. All activities are implemented with consideration to safe work practices; meeting obligations under WHS legislation</b></p> <p>Contributing to quality in FOH's services and programs by demonstrating initiative, and communication with team members, stakeholders and clients, utilising FOH information management guidelines to record and document</p>	<ol style="list-style-type: none"> <li>1. Work Health &amp; Safety issues and controls implemented</li> <li>2. Specific program outcomes demonstrated in reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. 100% of WHS incidents and hazards are reported.</li> </ol>

	<p>Deliver quality outcomes for the community and stakeholders, including participating in internal audits, drills and utilising service improvement request</p> <p>Participates and maintains WHS knowledge and WHS training; including awareness of FOH WHS Risk plan, policies and procedures.</p> <p>Contributes to the Identification and assessment of WHS risk (including identification of hazards); prioritising safety for staff and all others accessing FOH facilities/equipment/services</p>	<ol style="list-style-type: none"> <li>3. Participation in Internal audits as requested</li> <li>4. Participation in drills as required</li> <li>5. Utilisation of Service Improvement Request process as necessary</li> <li>6. Hazard and Incident reports completed</li> </ol>	
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<b>Essential Minimum Capabilities</b>	
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to interact well with clients, carers, GP's, health professionals and other key stakeholders</li> <li>• Effective oral and written communication and interpersonal skills.</li> <li>• Excellent computing and keyboard skills and proven experience with Microsoft Office suite.</li> <li>• Ability to work within the organisation's systems so that specific program information is clear, logical and relevant.</li> <li>• Ability to prioritise tasks, set objectives, meet deadlines in a timely manner, and complete tasks to a professional standard.</li> <li>• Able to be self-motivated, enthusiastic and energetic and adapt readily to change.</li> <li>• Ability to liaise with a range of stakeholders including members, sponsors/funding bodies, health professionals, other organisations and the community.</li> <li>• Possess the ability to use initiative in performing roles and responsibilities and a willingness to develop skills or experience to enhance the ability to provide relevant services.</li> </ul>
Experiences	<ul style="list-style-type: none"> <li>• Demonstrated experience and ability in working with clients in a primary mental health services or health and community services organisational context</li> <li>• Demonstrated ability to build appropriate client therapeutic alliance to communicate ideas and information, planning, problem solving</li> <li>• Experience in providing assistance in the planning, coordination, implementation and evaluation of programs and compilation of reports.</li> <li>• Demonstrated experience in effectively working within a multi-disciplinary team.</li> <li>• Experience in contributing to the development, and implementation of policies, procedures and protocols.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• An understanding of cultural issues in working with minority groups of people including Indigenous, GLTBIQ and CALD communities</li> <li>• An understanding of ethics and confidentiality issues, particularly in relation to the health and medical professions.</li> <li>• An understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&amp;S Act.</li> <li>• An understanding of the issues relating to the mental health and primary health care for people living in rural and remote communities, in terms of accessing treatment services and in supporting recovery.</li> <li>• Awareness of the role of General Practice in health care.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• AQF Level 5 or 6 qualification (Diploma or above) in a relevant field in addition to considerable work experience in a similar role</li> </ul>
<b>Desirable Characteristics</b>	
Experiences and Knowledge	<ul style="list-style-type: none"> <li>• An appreciation of the long term goals of FocusOne Health</li> <li>• Broad knowledge and experience of Primary Health Care philosophy</li> </ul>
Personal Abilities	<ul style="list-style-type: none"> <li>• Ability to be innovative and self-directed</li> <li>• Skills in public speaking and/or facilitating training</li> </ul>

Organisational Requirements			
Acknowledgement and Approval			
Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job and Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.			
<b>Acknowledged by Employee:</b>		<b>Date:</b>	Signature:
<b>Approved by CEO:</b>	Scerina Rasheed	<b>Date:</b>	Signature: