Dear Applicant,

Thank you for your interest in the Volunteer Counselling Program at ACON, in Sydney.

Attached is a position description, selection criteria and conditions of engagement to assist you in applying for the position of Volunteer Counsellor. We ask that you complete the information in this pack and provide us with a resume.

Please also note the following information:

* ACON is an equal opportunity employer and appointment to a vacant position is based on the relative merit of each applicant’s ability to meet the specific selection criteria. It is therefore in your best interest to address the essential and desirable criteria in your application to ensure that you demonstrate your ability to meet the criteria.
* Your application must include a contact number or email address to contact you if you are selected for interview.
* Please include the names and telephone numbers of two (2) work related referees (one of which should be a supervisor of your counselling work).

Short listed applicants will be invited to participate in a panel interview. Applicants who have not been short listed for interview will be advised in writing.

Please send your application addressed to the following address by 31 August 2018:

Deb Broughton

Volunteer Counselling Coordinator

ACON

414 Elizabeth St

SURRY HILLS NSW 1300

Email: [dbroughton@acon.org.au](mailto:dbroughton@acon.org.au)

**About ACON**

ACON is a health promotion organisation with a primary focus on ending HIV transmission among gay and homosexually active men and promoting the lifelong health of LGBTI people and people with HIV.

**About the ‘Volunteer Counselling Program’**

The ACON LGBTI Counselling Program runs the ‘Volunteer Counselling Program’ (VCP). This service was established in 2006 in response to gaps in the availability of affordable, after hours counselling services.

The program provides:

* Short term counselling (up to 12 sessions) for :
  + people living with or affected by HIV
  + lesbians, gay men, bisexual , transgender and intersex people.
* A counselling service that operates during weekday evenings between 5.30-8.30 pm

**About our Volunteer Counsellors**

ACON volunteers are an integral part of the work that ACON delivers. Extending our workforce to include volunteer counsellors, who are either experienced or newly qualified, allows us to deliver a high quality service to our clients and to meet the needs of our community across NSW.

We require our volunteer counsellors to be registered as a member of their relevant professional body (e.g. PACFA, AHPRA, ACA , AASW). They are required to comply with their Association’s code of ethics and standards of best practice.

In order to ensure the safety of our clients and the support of our volunteer counsellors, we enter into the following agreements:

* ACON will induct all new volunteer counsellors via an orientation program.
* ACON will fund and supply group supervision for volunteer counsellors each month. Volunteers are expected to attend 90% of ACON group supervision sessions per year.
* Management supervision is offered to support any practical issues that may arise during a volunteer counsellor’s work with ACON and give a counsellor the opportunity to debrief.
* ACON will provide at least two professional development workshops each year for volunteer counsellors who actively participate in this program. These workshops will contribute to the annual accreditation points required for members by their industry body and attendance is compulsory.

Further information about this position may be obtained from Deb Broughton, Volunteer Counselling Coordinator on (02) 9206 2000 or email: [dbroughton@acon.org.au](mailto:dbroughton@acon.org.au)

**POSITION DESCRIPTION**

**Position Title:** Volunteer Counsellor

**Grade:** Volunteer

**Reports to:** Coordinator, LGBTI Counselling Program

**Location:** Surry Hills, NSW

**KEY ACCOUNTABILITIES**

* Provide one-to-one, short-term therapeutic counselling to clients that ensures the highest quality therapeutic counselling to ACON’s communities.
* Maintain professional electronic client notes and accurate statistical data which ensures effective reporting and high quality information is available on client service delivery through the LGBTI Counselling Program.
* Contribute to the maintenance of ethical and professional counselling services through awareness of and compliance with the ACON Policies and Procedures Volunteer Counselling Protocols Manual and the ethical and practice guidelines of your relevant professional body.
* Participate in an ongoing process of line-management supervision, team meetings, group and/or individual clinical supervision and professional development within ACON.

**KNOWLEDGE AND SKILL REQUIREMENTS**

**Essential**

* Understanding and commitment to ACON’s communities, particularly people living with HIV/AIDS.
* To be a graduate experienced in the field of counselling or psychotherapy and completed a **recognised** **3 or 4 yr clinical/therapeutic training program**
* Minimum 40 hours of counselling experience, 20 of which can be telephone counselling or case management.
* An understanding of psychosocial issues affecting people living with HIV and LGBTIQ people
* Some applied experience in assessment, formulation, goal setting and therapeutic models amenable to a time-limited (12-session) framework.
* Familiarity with relevant professional codes of ethics and practice guidelines.
* Available on Tuesday or Thursday evenings
* Current registration with a clinical/therapeutic professional body.

**Desirable**

* Experience working with people living with HIV or the LGBTIQ community
* Experience in the area of mental health, drug and alcohol counselling and/or sexual health services.
* Professional and personal development and life experience relevant to this position.

**Volunteer Application Form**

**Position Applied For: Volunteer Counsellor**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Daytime Telephone:** |  |
| **Email Address:** |  |

**Please attach your CV addressing the essential (and desirable) knowledge and skill requirements, and any relevant experience including:**

* **employment and/or voluntary experience**
* **any qualifications you have obtained or any other training or learning activities you have completed that are relevant to this position**

I am willing to commit to ACON Volunteer Counselling Program’s minimum requirement of:

* One 5.30-8.30 pm counselling shift on either a Tuesday or Thursday each week.
* 2 hours’ clinical group supervision per month commencing at 4pm before the Tuesday/Thursday shift
* Attendance at the professional development workshops.

**YES NO**

If selected, I am available to attend an interview

**YES NO**

I am presently registered with a clinical/therapeutic industry association. (You **must** attach

a copy of your membership certificate in order to be offered an interview at ACON)

**YES NO**

I have at least 40 hours of counselling experience (20 of which can be telephone counselling

or case management).

**YES NO**

**Note: All counsellors commencing the program enter into a 3 month probationary period.**

**References**

Please provide the details of two individuals who can verify your experience in counselling. ACON will not contact your references prior to interview. **One of these should be your present clinical supervisor.**

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Telephone | Telephone |
| Relationship: Clinical supervisor | Relationship to you (e.g. employer etc.) |

All volunteers must undergo a criminal record check prior to commencement with ACON

and sign a workplace confidentiality agreement.

To the best of my knowledge there is no reason in respect of my physical or mental health

why I should not be able to carry out fully the tasks described for this role.

**Signed** ……………………………………………………………………... **Date** ………………………

**Glossary of Terms**

LGBTI Lesbian, gay, bi-sexual, transgender and intersex

HIV/AIDS Human immunodeficiency virus /

Acquired immune deficiency syndrome

VCP Volunteer Counselling Program

VOLC Volunteer Counselling

PACFA Psychotherapy and Counselling Federation of Australia

GANZ Gestalt Australia and New Zealand

SPIA Somatic Psychotherapy Institute of Australia

APS Australian Psychological Society

AASW Australian Association of Social Workers

ACA Australian Counselling Association Inc

AHPRA Australian Health Practitioner Regulation Agency