**ACON is here to improve the health of the LGBTI community.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. a **35 hour working week** (38 hours per week under NES);
2. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
3. **12 days of paid personal leave** per year (10 days under NES)
4. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
5. **Five days of paid bereavement/compassionate leave** (2 days under NES)
6. **12 weeks paid parental leave** in addition to the government arrangement
7. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
8. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
9. **Education Leave of up to 112 hours** per annum
10. **Severance pay** in excess of the NES, in the case of redundancy.
11. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)
12. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees

For more details about working at ACON, click [here](http://www.acon.org.au/wp-content/uploads/2015/12/14515105_final_agreement_updated_dec_2015_rates-1.pdf) to download the ACON Enterprise Agreement.

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at* [*www.acon.org.au/jobs*](https://www.acon.org.au/jobs)

**2) Your Cover Letter outlining your Claim against the Selection Criteria**

*You should use your cover letter to tell us how you meet each of the Selection Criteria in the Position Description.*

*Address all of the Selection Criteria as outlined in the following position description.*

*Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.*

*To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.*

*Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.*

**3) Your Resume**

*Tell us about your previous employment and your education. Be sure to include:*

* *Your* ***Name*** *and* ***Contact details***
* *Your* ***Education*** *including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Care Coordinator/Counsellor

(Social Worker/Psychologist/Occupational Therapist)

**Work Level:** Professional

**Reports to**

Regional Manager, ACON Hunter

**Position Overview**

The Care Coordinator/Counsellor provides care coordination and counselling services to clients presenting with gender and sexuality issues, HIV, domestic and family violence, mental health concerns, alcohol and drug issues, and other health concerns. ACON provides services to lesbian, gay, bisexual, transgender and intersex (LGBTI) communities, and to people living with HIV (PLHIV). This role operates in the context of a multi-disciplinary team working within a chronic disease self-management model to deliver short-term support to our clients; namely psychosocial assessment, care coordination, advocacy and support services, and short term counselling. Longer term care coordination and case management will be required for a small number of complex or non-adherent PLHIV clients.

**Main Activities**

This role has a mixed caseload delivering care coordination, counselling services, referral and advocacy.

**Care Coordination**

* Design, implement and evaluate a range of effective care and support strategies for clients living with or impacted by HIV/AIDS.
* Maintain a caseload of care coordination clients utilising a range of best practice strategies within a self-managed chronic disease framework.
* Conduct psychosocial assessments and identify need for immediate short-term solution-focussed assistance for clients, and strategies and referrals for longer-term support as required.
* Develop and implement care plans for complex and non-adherent PLHIV clients.
* Establish and maintain networks with Government departments and other agencies providing assistance to people affected by HIV/AIDS to ensure appropriate referral pathways.
* Facilitate referral to a range of internal and external health and community services and advocate on behalf of clients with government and other agencies.

**Counselling**

* Maintain a caseload of counselling clients, including LGBTI people and people living with HIV, newly diagnosed with HIV, affected by HIV or seeking prevention counselling.
* Provide counselling around sexuality, gender, health related issues, substance support and life skills counselling, utilising a range of best practice strategies and facilitating clients’ access to evidence-based supportive therapies.
* Employ a range of best practice tools within a chronic disease self-management model to meet the needs of clients and clients’ carers, including goal setting, counselling and psychoeducation.

**General**

* Develop and maintain effective relationships with stakeholders, including gay and lesbian organisations, communities and groups.
* Conduct internal and external planning, evaluation and training to ensure that ACON and other agencies respond effectively to changes in the needs of people affected by HIV/AIDS.
* Plan, schedule, deliver and evaluate ACON’s Care Coordination activities to achieve established goals and objectives in line with the ACON Business Plan.
* Develop, coordinate and evaluate volunteer programs, including the training, recruitment, placement, retaining and debriefing of volunteers.
* Identify key health issues for target populations and assist with health promotion interventions with the assistance of internal and external service providers.
* Maintain accurate records of projects, clients and volunteers for case management, planning and reporting purposes.
* Actively participate in and contribute to an ongoing process of line management supervision, external clinical supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* Perform other duties to assist with the work of the unit and contribute to the broader strategic goals of the organisation, as requested by your supervisor (or designate).

**Selection Criteria:**

## Essential:

* Tertiary qualifications in social work, psychology or occupational therapy and registration with the appropriate professional body (e.g. AHPRA, PACFA, AASW)
* Demonstrated experience in the field of sexual health, mental health and or alcohol and other drugs.
* Demonstrated experience in the assessment of psychosocial needs as well as demonstrated insight into the broader range of social factors that may impact on the mental and physical health and wellbeing of LGBTI people.
* Demonstrated skills in a number of the following short term interventions; Cognitive Behavioural Therapy, Solutions Focused Brief Therapy, Acceptance and Commitment Therapy, Motivational Interviewing and Positive Behavioural approaches.
* Understanding of care coordination and how this position interfaces with GPs, other health services and the client.
* High level oral and written communication skills including case notes, active listening, empathy, negotiation, conflict resolution and feedback.
* Computer proficiency including in Word and Excel.
* Understanding of and commitment to ACON’s communities, particularly LGBTI people living in rural and regional NSW and people living with HIV.
* Current driver’s licence

**Desirable**

* Experience in community based service delivery in the areas of sexual health and or/ HIV and/or LGBTI community.
* A demonstrated understanding of the workings of the health and community sector.
* Experience in developing and maintaining effective relationships and partnerships with other organisations and services, both government and non-government, to ensure effective responses to community issues and the availability of appropriate referral pathways.

**Additional Information**

This is a full time position (21 hours per week) offered on a 12 Month fixed term contract.

The salary range for this position is $64,000-$69,500 (pro-rata) per annum, commensurate with skills and experience, plus superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact Lisa McFayden on 02 4962 7700.

Applications close 5pm Monday, 18 March 2019.