Dear Applicant

Thank you for your interest in the Volunteer Counselling Program at ACON 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 form and provide us with a current resume.

Please also note that 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.

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.

If you have any questions regarding the opportunity please don’t hesitate to contact me on 02 9206 2000 or via email on [dbroughton@acon.org.au](mailto:dbroughton@acon.org.au).

Please submit your application by [email](mailto:dbroughton@acon.org.au?subject=Volunteering%20Counselling%20Application) by 5pm Sunday 18 October, 2020.

**Deb Broughton**

**Counsellor and Coordinator LGBTI Counselling Program**

**About ACON**

ACON is NSW’s leading health organisation specialising in community health, inclusion and HIV responses for people of diverse sexualities and genders.

**The Volunteer Counselling Program**

The ACON Volunteer Counselling Program 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
  + people of diverse sexualities and gender
* 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 experienced or newly qualified allows a high-quality service to our clients and meets the needs of our community. We require our volunteer counsellors to be registered as a member of their relevant professional body (e.g. PACFA, AHPRA, ACA, AASW). They are also required to comply with their Association’s code of ethics and standards of best practice.

To ensure the safety of our clients and the support of our volunteer counsellors, we enter into the following agreements on acceptance into the program:

* 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 CDP points required for members by their industry body and attendance is compulsory.

Further information about this position may be obtained from Deb Broughton, Counsellor and Coordinator LGBTI Counselling Program 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 counselling to clients that ensures the highest quality therapeutic interventions to ACON’s communities.
* Maintain professional electronic client notes and accurate statistical data ensuring effective reporting and high-quality information being made available in client service delivery throughout the LGBTI Counselling Program.
* Contribute to the maintenance of ethical and professional counselling services through awareness of and compliance with the ACON Volunteer Counselling Protocols and Policy following the ethical best 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 (PLHIV).
* Have successfully completed a **recognised** **3 or 4 year clinical/therapeutic/counselling training program**
* **Current registration with a clinical/therapeutic professional body**
* **Minimum 40 hours of counselling experience** (20 hours can be telephone counselling or case management)
* An understanding of psychosocial issues affecting PLHIV and people of diverse sexuality and gender
* Some applied experience in assessment, formulation, goal setting and therapeutic models amenable to a time-limited (12-session) framework
* Demonstrated application of relevant professional codes of ethics and practice guidelines.
* Available on Tuesday or Thursday evenings

**Desirable**

* Experience working with people living with HIV or diverse sexualities and genders
* 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

**Application Form**

**Position Applied For: Volunteer Counsellor**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Email Address:** |  |

**Please attach your CV and cover note 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. **It is preferable that** **one of these be your clinical supervisor.**

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Telephone | Telephone |
| Relationship (e.g. clinical supervisor): | Relationship: |

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** ………………………