



Position Description	
<b>Job Details</b>	
<b>Position Title:</b> Lead Intake & Brief Intervention Therapist	<b>Year:</b> 2021
<b>Department:</b> Family Services and Counselling	
<b>Reports directly to:</b> Senior Manager Community Care.	<b>Direct Reports:</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
Background Information	
<b>Qualifications</b>	<i>Undergraduate</i> Bachelors degree in Psychology or Social Work
	<i>Postgraduate</i>
	<i>Other</i> AHPRA Registration or other relevant Professional Membership required
CatholicCare Western Sydney & The Blue Mountains Overview	
<p>CatholicCare Western Sydney and the Blue Mountains (CC) is a not-for-profit that aims to serve the community in the Catholic Diocese of Parramatta by overseeing the provision of high-quality social services operating according to the principles of Catholic Social Teaching. CC respects the dignity, worth, diversity, cultures and beliefs of all people and is renowned for its hands-on and practical approach to the service and pastoral care of people in this area.</p> <p>At CC, what inspires us most is hearing what really matters to our clients so we can support them to live with joy and purpose. CC provides various services for a range of clients from birth to the aged across the following programs providing them with resources, education and tools to overcome their challenges.</p> <ul style="list-style-type: none"> <li>• Child Education Services</li> <li>• Families, Counselling and Wellbeing</li> <li>• Disability and Aged</li> <li>• Homelessness</li> <li>• Community &amp; Engagement</li> </ul> <p>As a not for profit, CC relies significantly on funding and community support to be able to continue to make a difference in the lives of people who need us.</p>	

## Working for CatholicCare Western Sydney & The Blue Mountains

Our highly trained staff support people at all stages of life to manage difficulties and rediscover strengths. We are a unifier, bringing together individuals and families with their community. This is what inspired us every day so all those in our community may live with joy and purpose.

With more than 200 employees and volunteers, CC employs a diverse range of staff across its many programs including counsellors, support workers and educators.

CC is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. CC is committed to safeguarding all children, young people and vulnerable adults and that all children, young people and vulnerable adults have an equal right to protection from abuse.

At CC we are committed to employing the very best people in the industry who have a genuine passion for working in the not-for-profit sector and have the right level of experience and knowledge.

## CatholicCare Western Sydney & The Blue Mountains Values

At CC, our values underpin everything we do and how we do it.

- **WE EMBRACE EVERY JOURNEY** with gratitude and love
  - **WE ARE AVAILABLE** with an open mind and heart
  - **WE BUILD TRUST** with integrity and respect
  - **WE ADVOCATE** with patience and passion
  - **WE PERSEVERE** with resilience and belief

## Role Purpose

As a member of the Client Care Team the Lead Intake & Brief Intervention Therapist is a crucial role within the CatholicCare service, being a point of access to accessing clinical services for individuals, families, and other community members.

This position is inclusive of but not limited to completing comprehensive screening access assessments of people, brief intake assessments, coordinating supported referrals, and providing a range of effective evidence based brief treatment interventions.

You will be responsible for working with people to implement our practice framework through:

- understanding client needs and purpose in life
- providing support and opportunities for meaningful connection to the community through solidarity
- valuing cultural diversity by recognising the human dignity of every individual
- striving for a community where no one feels alone or isolated
- supporting people at all stages of life to manage difficulties and rediscover their strengths through subsidiarity and participation.

## Responsibilities and Key Performance Indicators

- Effectively engage, screen and assess, organise referrals, provide brief interventions and coordinate care for clients that contact or are referred to CatholicCare.
- Crisis intervention as appropriate to the need and context, over the phone or face-to-face. This may include responding to disclosures of sexual assault or harassment, DFV, homelessness, suicide ideation and/or self-harm. Offer clinical support and immediate safety planning.
- Maintaining a high standard of documentation, data collection and processes which comply with the accountability structures of professional, legislative, service contractual obligations and organisational standards. This includes ensuring that client files and electronic records are appropriate, accurate and up to date, with all relevant information included and maintained in a confidential manner.
- To pass on detailed information to counsellors/caseworkers. Follow up with counsellors/caseworkers to follow through where the client would like a follow up to organise warm referrals to wrap around services
- Participate in regular case review with the Senior Manager of Families, Counselling and Wellbeing to help with management of clients through CatholicCare to ensure that they are receiving holistic support and are linked in with appropriate services.
- Develop networks and collaborative relationships with internal and external providers
- Initiate client entry into DEX and CatholicCare systems and processes including client management system, ensuring maintenance of accurate records and information into the system

### Knowledge, skills, experience & compliance – Required to perform this role

- Hold a minimum Bachelor level qualification in Psychology or Social Work
- AHPRA Registration or other relevant Professional Membership relevant
- Demonstrated understanding of the Community Services sector and ability to build strong relationships with agencies, clinical providers and key stakeholders.
- Proficient in relevant computer applications, and data entry. As well as an ability to learn and adapt to new computer systems
- Strong phone, verbal and face to face communication skills along with active listening
- Ability to engage and adapt to different personality types in different external environments
- Valid Working with Children Check
- National Criminal History Check (obtained in the last 6 months) with no disclosable outcomes
- Experience working with diverse groups including Aboriginal and Torres Strait Islanders, and CALD communities.

### Personal Attributes

- Good team member with excellent communication skills
- Outcomes focused
- Proactive and persistent
- Collaborative and consultative
- Values driven with strong personal and organisational values alignment
- Positive attitude and commitment to tackling challenges

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Staff member's signature:		
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Manager's name (print):		Date:
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Manager's signature:		
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