



## POSITION DESCRIPTION

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**POSITION TITLE:** Senior Clinician - PASTORAL COUNSELLING INSTITUTE (PCI)

**LOCATION:** The position will be based at the Centre for Ministry  
16 Masons Drive North Parramatta and The Cottage  
3 Hammers Rd Northmead

**POSITION PURPOSE:** The Senior Clinician is responsible for:

1. Demonstrating and delivering an approach to counselling - and related services to those in need - that draws theory and practice from relating theology and biblical narratives to the behavioural sciences.
2. Providing oversight and management of the PCI counselling services.

This position description should be read in conjunction with the Pastoral Counselling Institute (PCI) Code of Ethics, Policy and Procedures, and appropriate standards and regulations which are applicable to the operation of the Institute.

### RELATIONSHIPS:

**REPORTS TO:** Executive Director - PCI

**POSITION(S) REPORTING TO THIS ROLE:** Psychologists/Social Workers

**EMPLOYER PROFILE:** The PCI emerged from a desire to develop an integrated model of pastoral care and counselling that took account of the richness of both theology and the behavioural sciences. To achieve this goal the Institute has established training programs from basic to advanced levels, counselling that incorporates a faith dimension using Biblical-Narrative Theory and community programs that offer practical support to people in need.

### SPECIFIC ACCOUNTABILITIES AND RESPONSIBILITIES:

1. The Pastoral Counselling Institute operates from various sites around the Sydney metropolitan area. It is expected that the Senior Clinician will operate across those sites on a regular basis.
2. Read and understand the Basis of Union and have a preparedness to work within the polity and ethos of the Uniting Church in Australia as described in the Basis of Union

#### A. COUNSELLING

3. Psychologically assess and treat clients, including a range of male clients accessing legal exploitive material (pornography), and sexual offending, including access of child exploitive (abuse) material.



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4. Deliver treatment and support groups for clients.
5. Conduct Psychological Assessments for forensic purposes, including writing Court reports and liaising with the relevant bodies involved. This may also include giving evidence in Court proceedings.
6. Manage and provide oversight to sessional and other counsellors employed by the PCI.
7. Complete Medicare paperwork as required.
8. Complete required paperwork/diary as arranged with the Office Manager for the purpose of payment of services.
9. Adhere to the PCI Code of Ethics.
10. Further develop skills for the supervision of Psychologists and Interns.

### **B. TEACHING AND TRAINING**

11. Present at specific conferences as directed by the Executive Director.
12. Provide training within the Uniting Church in Australia and the wider community as directed by the Executive Director.

### **C. COLLABORATION WITH UCA AGENCIES AND DEVELOPMENT OF PCI**

13. Collaborate with relevant Uniting Church in Australia agencies – specifically Uniting Mission and Education and Uniting – to provide clinical services.
14. Participate in strategic planning of the PCI with the PCI Board and Executive Director.
15. Identify and initiate new areas of clinical service and training for the PCI in consultation with the PCI Board and Executive Director.
16. Attend the PCI Board meetings as invited to report on current activities and proposals for future development.

### **D. ADMINISTRATION AND COMPLIANCE**

17. Maintain client files in line with the PCI documentation requirements and ensure they are kept in a secure location.
18. Provide day to day oversight of the PCI Office and staff in the absence of the Executive Director.

### **E. PROFESSIONAL DEVELOPMENT**

19. Maintain levels of continuing professional education as required
20. Engage in further studies to develop the relationship between Theology and Psychology in the practice of Psychology.



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21. Attend and present at suitable Conferences and contribute to relevant journals.

### CORE COMPETENCIES:

#### Role Specific:

- Ability to keep a number of activities, client schedules, staff meeting etc on track concurrently. Excellent personal time management, planning and implementation skills
- Personal maturity and ability to work as an effective member of the PCI team
- Excellent oral communication, presentation, negotiation and discussion skills
- Capacity to develop constructive relationships with other staff within PCI and UME

#### Person Specific:

- A team player who also knows how to manage his/her personal business activities and time
- Ability to recognise the importance of attention to detail and following through on commitments
- Adaptability and flexibility, with a positive (“can-do”) attitude
- Relationship building within a smaller team as well as the wider community
- Ability to handle pressure and ambiguity
- Strong commitment to achieving personal and career goals
- High level self-awareness, personal integrity and a willingness to work within the ethos of the Uniting Church

### POSITION SPECIFIC KNOWLEDGE/QUALIFICATIONS/WORK EXPERIENCE:

#### Essential:

- Current registration as a Psychologist/Social worker with AHPRA/AASW
- At least ten (10) years counselling experience including a minimum of two (2) years clinical experience with sex offenders.
- Membership of professional associations and maintain accreditation as follows: -
  - Australian and New Zealand Association for the Treatment of Sexual Abuse (ANZATSA) ;
  - New South Wales Child Sex Offender Counsellors Accreditation Scheme (NSWCOCAS);
  - Current working with children check. (kidsguardian.com)



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- PC skills using Microsoft Office and other software as required
- Desirable:**
- Experience in the non-profit sector
  - Other studies as appropriate for the role.

### KEY WORKING RELATIONSHIPS:

- Internal:**
- PCI Staff and Counsellors
  - PCI Board
  - UME Staff
  - Northmead Uniting Church and Cottage personnel
- External:**
- Clients and their support people
  - Community Corrections
  - DFACS
  - Solicitors/ legal system
  - Other External Agencies

### AGREEMENT AS TO THIS POSITION DESCRIPTION

Approved by the PCI Board: 2016

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED on behalf of the PASTORAL COUNSELLING INSTITUTE by the Chair, Pastoral  
Counselling Institute Board

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_