

**Position Description**

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| **Position** | **Team Leader Therapy** |
| **Team** | **Therapy Team** |
| **Reports to** | **Chief Executive** |
| **Location** | **Wellington** |
| **Term** | **Full time, permanent (flexible hours)** |

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| **Background** |
| Wellington HELP support individuals, whanau and communities affected by sexual violence, to move from surviving to thriving.  A not-for-profit organisation, Wellington HELP offers a 24/7 Crisis Support Line, Social Work, and Counselling services. |

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| **General Responsibilities** |
| As the Team Leader Therapy, you will lead, manage and coordinate the work of the Therapy team and ensure the effective delivery of counselling/therapeutic services for people impacted by sexual violence, in accordance with HELP’s strategic objectives, including:   * Providing leadership to, and ensuring effective management of, the Therapy team * Ensuring the effective delivery of HELP’s counselling and therapeutic services, including managing your own caseload * Supporting the continuous improvement of HELP’s systems, policy and processes. |

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| **Key Accountabilities** | **Key Tasks** |
| **Member of Help Leadership Team** | * Working together to create organisational culture that is consistent with HELP’s purpose, vision, mission, and values |
| **Lead and manage the Therapy Team** | * Lead the work of the Therapy team (including contracted counsellors) in accordance with HELP’s policies and procedures, and those of relevant professional bodies (eg NZAC). * Foster a spirit of teamwork and unity within the team that allows for cohesiveness, supportiveness, and working effectively together. * Support team members to develop their understanding and practice of effective work with Māori. * Facilitate team and individual goal setting, team trainings and PD as required * Coach and support team members and foster a culture of constructive feedback * Conduct annual role reflections * Escalate Therapy Team performance and disciplinary issues to the Chief Executive * Support the Chief Executive in the recruitment of new employed and contract Therapists. |
| **Effectively manage and deliver HELP’s therapeutic support services** | * Keep the Chief Executive fully informed of any issues relating to the delivery of HELP’s professional services. * Ensure that your and other team members’ clients receive appropriate counselling/therapeutic services. * Maintain effective communication with ACC and advocate on behalf of clients as needed * Hold regular Therapy team meetings * Hold regular combined clinical team meetings, sharing information about clients as appropriate, including reviewing cases as needed. * Actively seek opportunities to develop and practice culturally safe ways of working with Māori. * Provide therapy services to clients during office hours |
| **Individual Professional Development and Supervision** | * Attend regular team meetings for peer supervision * Attend fortnightly external clinical supervision * Maintain relevant professional skills and knowledge through attendance at training |
| **Other** | * Other duties as negotiated with the Chief Executive. |
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| **Qualifications, Experience and Skills:** |
| **Qualifications and Experience**  **Essential:**   * Sound and demonstrated clinical experience in sexual abuse trauma counselling * Experience working with multi-disciplinary teams * Experience in team management and people development * Minimum Level 7 counselling/therapy qualification * Be eligible for, or has already obtained, ACC accreditation * A knowledge of relevant legislation e.g. Privacy Act, Health and Disability, CYF Act etc. * A member of NZAC/ANZASW or other appropriate professional body   **Skills & Knowledge:**   * An awareness of the personal, social and political issues impacting upon survivors * A clear understanding of professional ethics and confidentiality issues * Demonstrated knowledge of, and an ability to work with Māori and Pacific Island communities * Good networking and relationship building skills * Excellent record keeping and organisational skills * High level of written and verbal communication skills * Reasonable familiarity with Microsoft packages and good basic keyboard skills. |

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| **Personal Attributes:** |
| * a commitment to HELP’s purpose, vision, mission and values * a commitment to the articles of Te Tiriti o Waitangi * an ability to respond appropriately in stressful circumstances * an ability to work in an empathic, non-judgemental, client focussed manner * an awareness of the issues impacting Māori and Pacific Island people in relation to sexual abuse * a commitment to working collaboratively both within the organisation and with a wide range of agencies and community groups * flexibility and the ability to work with a team as well as independently * an ability to work as a leader * good self-care and self-awareness practices, ability to use the supervision process appropriately * an ability to set clear professional boundaries * reliability, energy and a sense of humour. |

Agreed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

HELP Chief Executive\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_