

**Position Description**

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

|  |
| --- |
| **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.  |

|  |
| --- |
| **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.
 |

|  |  |
| --- | --- |
| **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.
 |
|  |  |

|  |
| --- |
| **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.
 |

|  |
| --- |
| **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\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_