

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Counsellor - BreastScreen Tasmania
Position Number:	501271, 501274, 516561a
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing Prevention Population Screening and Cancer – BreastScreen Clinical Services
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	State Manager - BreastScreen Clinical Services
Effective Date:	August 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Satisfactory completion of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Eligibility for membership of a relevant professional association is highly desirable
Position Features:	Day-work based at Population Screening and Cancer Prevention, Hobart

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Within a population health framework, ensure that specialist counselling services are provided to clients of BreastScreen Tasmania.

As a health professional in a multidisciplinary team, deliver high quality counselling services in accordance with BreastScreen Australia National Accreditation Standards, best practice guidelines, Tasmanian Health Service Policy and relevant professional competencies.

Duties:

1. Provide telephone and face-to-face counselling, support and advice to clients of screening and assessment services.
2. Responsible for the maintenance, quality and consistency of electronic records regarding client counselling.
3. Deliver counselling services to a high level of proficiency in a population screening environment.
4. Ensure clinical and psychosocial information flows to general practitioners and other relevant clinical personnel providing care for BreastScreen Tasmania clients and clients of interstate BreastScreen services.
5. Liaise with other clinical, nursing and Allied Health Professional staff within the multidisciplinary team.
6. Assist in training and supervision of less experienced staff and participate in continuing personal professional development in accordance with professional registration requirements, to maintain, improve and broaden knowledge, expertise and competence.
7. Assist and support the State Manager - BreastScreen Clinical Services in meeting counselling team objectives.
8. Maintain an up-to-date knowledge of best practice counselling theory.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible for providing professional counselling, support and guidance to clients of BreastScreen Tasmania.
- Liaise with nominated clinicians and stakeholders.
- As part of a team of counsellors, the position operates under the general direction and supervision of the State Manager - BreastScreen Clinical Services.
- Required to exercise sound judgment and initiative consistent with best practice counselling in a health service setting.
- Appropriately and effectively communicate clinical information to clients in a sensitive and reassuring manner.
- All duties are to be performed in accordance with the Department of Health, Population Screening and Cancer Prevention, BreastScreen Australia National Accreditation Standards and quality assurance protocols and guidelines.

- Works as a member of a multidisciplinary team to achieve best practice outcomes through liaison and cooperation with all members of the team to the highest possible standard of care.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Relevant formal, recognised/accredited training in counselling.
2. Sound knowledge and understanding of counselling services in a contemporary population screening and assessment setting, or the ability to acquire.
3. Well-developed interpersonal, communication, problem solving and counselling skills.
4. Demonstrated organisational and time management skills with the ability to prioritise workload and work autonomously.
5. Proven ability to work in a multidisciplinary team.
6. Well-developed ability to utilise information technology tools and systems and to maintain quality data and records.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).