



Kimberley Stolen Generation  
Aboriginal Corporation

**Kimberley Stolen Generation Aboriginal Corporation**

**PO Box 2775 Broome WA 6725**

**Ph: (08) 9193 6502**

**Fax: (08) 9193 5693**

**Email: [reception.ksgac@iinet.net.au](mailto:reception.ksgac@iinet.net.au)**

## **JOB DESCRIPTION FORM**

### **1. POSITION DETAILS**

Title: Link-Up Counsellor  
Holder:  
Start Date:  
Salary: Dependant upon qualification and experience

### **2. KEY RELATIONSHIPS/COMMUNICATIONS**

Supervisor: Link-Up Coordinator  
Internal Clients: Not Applicable  
External Clients: Aboriginal & Torres Strait Islander and people seeking family  
External Networks: Other National Link-Up Services and relevant Indigenous bodies/organisations

### **3. PRIMARY PURPOSE OF THE POSITION**

The main role of the Link-Up Counsellor is to:  
Facilitate healing and improvements in the wellbeing of Aboriginal and Torres Strait Islander people and their families who have been affected by past policies and practices of forced removal. This will be achieved through the provision of professional and confidential counseling.

### **4. SPECIFIC RESPONSIBILITIES**

The Link-Up Counsellor is required to assist Aboriginal and Torres Strait Islander people and their families affected by past policies to improve their emotional health and wellbeing by performing the following:

#### **4.1 Counseling and Support**

- Provide counseling and support for Aboriginal and Torres Strait Islander people who are tracing and/or locating their families and/or planning reunions;
- Offer a broad range of counseling services which includes trans-generational grief, trauma and relationship counseling, to all clients who are engaged in the family tracing/reunion process;
- Establishing and maintaining a referral network of professional counselors, psychologists, psychiatrists, traditional healers and other relevant health professionals;
- Referring clients to other services as required, including non-government organisations, mainstream mental health and alternative services such as drug and alcohol services;
- Develop and implement the required healing support workshops for clients in various forms such as group counseling and individual counseling.

P.O. Box 2775  
Broome W.A. 6725  
Phone: 08 9193 6502  
Fax: 08 9193 5693

Email: [reception.ksgac@iinet.net.au](mailto:reception.ksgac@iinet.net.au)

Our Website: [www.kimberleystolengeneration.com.au](http://www.kimberleystolengeneration.com.au)

#### 4.2 **Promotion and Professional Development**

Promote the Kimberley Link-Up Service and community awareness of related social and emotional issues by:

- Participating in outreach service delivery and in the delivery of community education plans;
- Promoting community awareness and education about the history and social, emotional and health impacts of forcible removal;
- Conducting outreach and public information sessions on the Kimberley Link-Up Service;
- Participating in national networks, conferences and other relevant task forces; and
- Attending professional development training courses on counseling and other areas related to the social and emotional wellbeing of Link-Up Clients.

#### 4.3 **Administration**

Contribute to the effective delivery of the Kimberley Link-Up Service by:

- Maintaining paper-based and electronic client records;
- Keeping accurate counseling notes and files;
- Ensuring secure management of all program files and compliance with applicable privacy legislation and policies; and
- Establishing and updating a referral list of other relevant health professionals.

#### 4.4 **Occupational Safety and Health**

To contribute to the provision of a safe health work environment by:

- Observing and complying with the Organisation's policies and procedures;
- Attending relevant training including workshops/conferences when required;
- Participating in regular clinical supervision and debriefing sessions.

#### 4.5 **Kimberley Stolen Generation Aboriginal Corporation (KSGAC)**

- When required to, participate in and with other KSGAC programs to provide the required holistic approach to counseling/support and healing;
- Ensure that the Cultural Respect Framework, in particular Cultural Security is maintained and adhered to when working with KSGAC in a holistic approach to counseling;
- Participate in all KSGAC team meetings, including Kimberley Link-Up Service staff meetings, cultural events, planning sessions, student visits etc;
- Reporting to Link-Up Coordinator and/or Chairperson (KSGAC) as required;
- Duties as requested by Link-Up Coordinator and Chairperson (KSGAC), these duties must be in line with experience and qualifications of Link-Up Counsellor.

P.O. Box 2775  
Broome W.A. 6725  
Phone: 08 9193 6502  
Fax: 08 9193 5693

Email: [reception.ksgac@iinet.net.au](mailto:reception.ksgac@iinet.net.au)

Our Website: [www.kimberley.stolengeneration.com.au](http://www.kimberley.stolengeneration.com.au)

## SELECTION CRITERIA

### Essential:

1. Formal tertiary or vocational qualifications in counseling, psychology, mental health or a related area. Minimum qualification is Certificate IV in these areas and/or currently studying within a recognized counseling course;
2. Must have a sound knowledge of the removal/separation of Aboriginal and Torres Strait Islander people from families, and the effects of that removal including a comprehensive understanding of contemporary Aboriginal and Torres Strait Islander issues;
3. Demonstrated effective communication skills including the ability to write the required case notes for case management purposes and including report writing skills and an ability to communicate effectively with Aboriginal and Torres Strait Islander people and others;
4. Demonstrated counseling skills with experience and knowledge of social emotional and mental health issues which may include culturally appropriate healing methods and trauma and grief counseling and a basic knowledge of Narrative Therapy practices;
5. Ability to work as an effective team member of a team and a willingness to refer clients to other services when necessary;
6. Competence with computers, especially word-processing and database software including a willingness to abide by the policies and procedures of Kimberley Stolen Generation Aboriginal Corporation;
7. Demonstrate an understanding of Aboriginal and Torres Strait Islander ways of working;
8. Ability to maintain a high level of sensitivity and confidentiality;
9. Ability to travel on work purposes when required;
10. An unrestricted "C" Class Motor Vehicle Driver's License;
11. Ability to obtain a current police clearance and a working with children's check.