



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1121

Date reviewed/created: October 2021

POSITION TITLE: Child and Adolescent Neurofeedback Counsellor

TEAM: Neurofeedback Team

LOCATION: Fairfield

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement".

CLASSIFICATION: Psychologist or other relevant classification based on qualifications, experience and requirements of the role. A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO) whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporated a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

STARTTS' Neurofeedback Clinic was established in 2007 to provide EEG assessment and neurofeedback treatment to survivors of torture and trauma. STARTTS has found that the application of neurofeedback coupled with psychotherapy has produced positive results with a group of clients who have severe and chronic trauma responses. Neurofeedback has been used with children, young people and adults. The success of neurofeedback with clients experiencing chronic trauma responses is based on a developing understanding of brain activity, the impact of traumatic experiences on brain functioning, and the adaptability and plasticity of the brain. To support the ongoing development of this clinical service, STARTTS is currently expanding the Neurofeedback program to incorporate Biofeedback-based assessment measures and treatment interventions.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: *Senior Neurofeedback Team Leader*
2. Responsible for: Nil

QUALIFICATIONS AND EXPERIENCE:

Essential:

1. Relevant qualifications and current full registration with AHPRA and eligibility for Medicare Provider number.
2. Understanding of refugee issues, and the effects of torture and trauma on children and adolescents, their families and communities.
3. Demonstrated skills in providing assessment and therapy to children and adolescents.
4. Demonstrated experience and ability to advocate cooperate and liaise with school personnel including counsellors, teachers and parents.
5. Training and experience in Neurofeedback therapy or readiness to undertake further training and develop skills in Neurofeedback.
6. Demonstrated interest in applied neuroscience and/or use of neuromodulation techniques in working with children and adolescents.
7. Excellent oral, written and interpersonal communication skills and demonstrated ability to build and maintain effective working relationships within a multicultural environment.

Desirable Criteria:

1. Current driver's NSW licence (P2 licence acceptable).

*This position is considered child-related employment and will require a Working with Children Background Check and a National Criminal Record Check.

**All STARTTS workers are required to have received at least one dose of a COVID-19 vaccine by 30 September 2021 and two doses by 30 November 2021 or have an approved medical contraindication certificate. You will be required to provide a record of your COVID-19 vaccination status if successful.*

BRIEF DESCRIPTION OF ROLE

The main role of a Child and Adolescent Neurofeedback Counsellor is to provide assessment, counselling and neurofeedback therapy to children and adolescents in a school setting. This role would also include liaising with schools, teachers, counsellors and other relevant professionals, while using STARTTS systemic approach in working with children and adolescents and their families. This role is also expected to participate in research and other relevant projects and to provide internal and external trainings related to neurofeedback and biofeedback.

PRIMARY OBJECTIVES:

1. To provide clinical assessment, therapy, neurofeedback, biofeedback and other forms of neuromodulation treatment to children/adolescents referred to the Neurofeedback Clinic.
2. To develop, implement and evaluate assessment and treatment strategies within neurofeedback frame-work for working with refugee children, adolescents and their families.
3. To provide consultancy and training to the external service providers about the use of neurofeedback and biofeedback interventions in addressing psychological, cognitive and emotional difficulties of refugee children and adolescents.
4. To participate in the activities of the Australian Neurofeedback Institute (ANFI) program of STARTTS as required.
5. To liaise and work proactively with other agencies involved in resourcing and providing interventions to children and adolescents in a school setting.

PRIMARY DUTIES:

1. Assessment, Neurofeedback Treatment and Counselling

- 1.1. Provide clinical assessments to children/adolescents referred to the Neurofeedback Clinic.
- 1.2. Provide therapy, neurofeedback, biofeedback and other forms of neuromodulation treatment to children/adolescents referred to the Neurofeedback Clinic.
- 1.3. Provide case management and advocacy to children/adolescents referred to the Neurofeedback Clinic when appropriate.
- 1.4. Liaise and work proactively with schools and other agencies involved in resourcing and providing interventions to refugee children and adolescents in a school setting.
- 1.5. Share knowledge, skills and expertise related to neurofeedback and biofeedback treatment with referring professionals and other service providers.
- 1.6. Collaborate and cooperate with Direct Services counsellors, youth team, school liaison officers, body focused therapists, and other staff at STARTTS while providing neurofeedback, biofeedback and other interventions to refugee children, adolescents and their families.
- 1.7. Undertake regular case review and follow-up of clients seen for neurofeedback or other forms of neuromodulation.
- 1.8. Within STARTTS Systemic Bio-Psycho-Social approach collaborate and cooperate with Direct Services counsellors, youth team, school liaison officers, body focused therapists, and other staff at STARTTS while providing counselling, neurofeedback, biofeedback and other neuromodulation treatment to children/adolescents referred to the Neurofeedback Clinic.

2. Training

- 2.1. Undertake relevant training on neurofeedback and applied neuroscience informed treatments for refugees survivors of torture and trauma.
- 2.2. Undertake training about the effects of torture and trauma and the approaches to service provision required for refugees who are survivors of torture and trauma.

3. Research and evaluation

- 3.1. Participate in relevant research projects.
- 3.2. Participate in relevant evaluation studies.

4. Administration

- 4.1. Comply with the efficient recording and maintenance of client files and program records using CAREHR system.
- 4.2. Ensure that a minimum counselling workload consistent with the role is maintained.
- 4.3. Assist in the evaluation of the effectiveness of services provided.

5. Reporting

- 5.1. Prepare reports as required.
- 5.2. Maintain records of client related interventions and training and consultancy provided for other clinicians at STARTTS.

6. Personnel

- 6.1. Participate in STARTTS Performance Management program and in the development of a Performance Management Plan.
- 6.2. Be an active participant in team meetings, clinical meetings, staff development and other relevant meetings to the position to maximise contribution to the work of the team.
- 6.3. Participate in STARTTS staff meetings and other relevant meetings.
- 6.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 6.5. Participate in identifying quality improvement initiatives/strategies.

6.6. Attend and participate in all training opportunities identified for the role.

6.7. Liaise with and seek senior advice as required.

7. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Child and Adolescent Neurofeedback Counsellor #1121** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____ ++ _____

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: October 2023