



## VACANCY

### Intake Counsellor/Project Officer

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

#### The Organisation

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of 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."

#### The Role

Intake Counsellor/ Project Officer's role is one of the key roles in the referral system, in receiving new referrals to STARTTS, communicating with service providers, referring clients to appropriate services, maintaining accurate information in the medical records and client databases and participating in the allocation of clients to counsellors.

**Position No:** 1063

**Closing date:** Friday 6<sup>th</sup> October 2023

**Enquiries:** Pearl Fernandes on (02) 9646 6700

**Work Type:** Full-time; 38 hours per week. Contract up to 30 June 2026. (Continuation subject to ongoing funding)

**Location:** Carramar, NSW

**Salary:** Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role under the NSW Health Awards. A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.

#### Skills and Qualifications Required

##### **Essential:**

1. Qualifications in health, welfare, behavioural or social sciences or other relevant classification based on qualifications, experience and requirements of the role.
2. Experience conducting assessments, referrals to other agencies and case management in a multicultural context.
3. Demonstrated case management skills and cross-cultural counselling experience.
4. Demonstrated understanding of the issues affecting refugees in particular resettlement issues, and the effects of torture on individuals, young people, families, and communities.
5. Experience conducting telephone counselling and making appropriate referrals for crisis intervention.
6. Demonstrated organisational and time-management skills.
7. Excellent oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office.
8. Ability to work independently and as part of a multidisciplinary team within a multicultural environment
9. Knowledge of the NSW Health and Welfare system.



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### Desirable:

1. Word processing and database management skills.
2. Community development, group work or training skills and experience.
3. Current NSW Driver's Licence.

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

### VACCINATION REQUIREMENTS

\*Category A workers are required to meet and maintain the vaccination criteria (as per the current NSW Health and STARTTS policies) including annual influenza vaccinations. Two doses of an approved COVID-19 vaccine will be required to provide a record of your COVID-19 vaccination status. Annual Influenza vaccinations are mandatory. Vaccination and/or assessment for several other transmissible diseases are also required.

Category B workers must have two doses of an approved COVID-19 vaccine and must also provide COVID-19 vaccination evidence if successful. (The annual influenza vaccination as well as vaccination for other transmissible diseases are strongly encouraged but not mandatory).

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.

### HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a [STARTTS Application for Employment Form](#)
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: [STTS-Jobs@health.nsw.gov.au](mailto:STTS-Jobs@health.nsw.gov.au)

**NB:** Depending on the role, if appointed, you may need a current 'NSW Working With Children Check' clearance, follow this link for information on how to apply for your check: <https://ocg.nsw.gov.au/working-children-check/applicant>