

Position Title	Carer Counsellor
Location	Karuna Hospice Services 27 Cartwright Street, Windsor QLD
Department	Community Services
Hours	Part-time 0.6FTE (6 days per fortnight)
Classification	SCHADS Level 5 Schedule B
Position Purpose	The purpose of this position is to support the delivery of In-person Counselling Services. The In-person Carer Counselling Services will meet the principles and practice delivery of an inclusive, person-centred approach in Carer Counselling Services.
Reports To	Team Leader – Family Support Team
Direct Reports	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Our Purpose	Karuna Hospice Service Ltd (“Karuna”) is a community-focused organisation guided by Buddhist principles. Karuna is dedicated to alleviating suffering by fostering choice, agency, and quality of life for all. Through specialised end-of-life care and other holistic supports, we provide compassionate, dignity-centred guidance to individuals, carers, and the broader community. As part of our team, you will help uphold these values with intent and compassion, to empower people to embrace both living and dying, and support them to find peace within.
Our Values	<ul style="list-style-type: none"> <li>• How we think: <b>Humility</b> <i>To delight in providing noble service in an altruistic manner for the benefit of all with whom we connect.</i></li> <li>• How we act: <b>Kindness</b> <i>With a generous spirit we will nurture relationships with grace and empathy.</i></li> <li>• How we relate: <b>Respect</b> <i>We commit to freely offering and affirming the uniqueness of all we encounter.</i></li> <li>• How we find meaning: <b>Courage</b> <i>‘Courage is about stretch, it is about realising that something more or different can be done, developing the determination to do it, and then carrying through despite all obstacles’</i></li> </ul> <p>16 Guidelines for Life.</p>
Our Strategic Plan	<ul style="list-style-type: none"> <li>• <a href="#">KHS Strategic Plan 2024 - 2027</a></li> </ul>

## Key Accountabilities and Outcomes

### Counselling Services

- Provide in-person, evidence-based carer counselling with a small caseload
- Apply therapeutic models such as CBT and Rogerian approaches
- Maintain professional boundaries and ethical standards
- Monitor service quality using tools such as DASS-21 and carer surveys
- Support service innovation, advocacy, and health promotion

### Quality & Compliance

- Ensure compliance with ethical, clinical, and legislative frameworks
- Maintain high standards of record-keeping, privacy, and data integrity
- Manage incidents and monitor risk across service delivery

### Stakeholder Engagement

- Build inclusive relationships with carers and community groups (e.g., LGBTIQ+, CALD, Aboriginal and Torres Strait Islander communities)
- Represent Karuna in external settings
- Support the development of referral pathways and partnerships

### Professional Practice

- Participate in clinical supervision, staff meetings, and professional development
- Contribute to service improvement and program evaluation
- Uphold Karuna's values in all interactions
- Adhere to organisational policies, procedures, and continuous improvement initiatives

## Professional Development

- Strive to build on existing skills and capabilities (actively seek opportunities to improve skills and competencies).
- Comply with relevant professional development requirements to keep any relevant qualifications current.
- Attend & contribute to organisational training sessions.
- Proactively prepare for annual review process.
- Proactively and genuinely seek feedback on work performance.
- Record professional development received.

## Selection Criteria

### Essential Qualifications & Requirements

- Accredited member of ACA, PACFA, or AASW
- Experience with CBT, Rogerian therapy, and counselling children/adolescents
- Minimum three years' counselling experience in Australia
- Professional indemnity insurance
- Current Driver's Licence
- National Police Check (within the last 12 months)
- Working with Children Check / Blue Card
- NDIS Worker Screening Check / Yellow Card

- Completion of the NDIS Worker Orientation Module
- Valid Australian working rights
- Availability for occasional after-hours activities

#### **Skills & Experience**

- Demonstrated experience in clinical counselling and reflective practice
- Ability to develop, deliver, and evaluate programs using data and feedback
- Strong communication, negotiation, and public speaking skills
- Leadership skills and the ability to guide innovative solutions
- Commitment to social inclusion and diversity
- Competency in IT systems, client management tools, and digital platforms

Signature: .....  
(Employee)

Date: .....

Signature: .....  
(Manager)

Date: .....