



Psychotherapy & Counselling
Federation of Australia

POSITION DESCRIPTION

POSITION TITLE: Project Officer (Aboriginal or Torres Strait Islander identified)

REPORTS TO: PACFA Line Manager

LOCATION: Working from home anywhere in Australia with a stable broadband connection. There may be the possibility of some meetings at the PACFA Office in North Fitzroy for Melbourne-based candidates but this is not essential.

HOURS: Part-time – 22.5 hours per week

CONTRACT: 1 year fixed term contract. The role may be extended subject to availability of funding.

PACFA MISSION

The Psychotherapy and Counselling Federation of Australia (PACFA) is the leading peak body for the counselling and psychotherapy profession in Australia and a professional association for practitioners, educators, students and related professionals.

As a member-based organisation, PACFA is dedicated to advancing the interests of our individual and organisational members. PACFA is also a health promotion charity which aims to build the evidence-base for counselling and psychotherapy and improve service access for the community.

PACFA's mission includes:

- Providing a national voice for the counselling and psychotherapy profession and for Aboriginal and Torres Strait Islander Healing Practices
- Advocating for professional recognition of our members by government and other stakeholders
- Supporting our members to be effective professionals, including providing Professional Development activities
- Undertaking and disseminating research to support the development of the profession and to demonstrate the effectiveness of counselling and psychotherapy
- Regulating the profession through the PACFA National Register, professional standards for training and ethics and accreditation of psychotherapy and counselling education programs

In 2019, PACFA established the College of Aboriginal and Torres Strait Islander Healing Practitioners (CATSIHP), a ground-breaking achievement with the addition of the advancement of Aboriginal and

Torres Strait Islander Healing Practices to PACFA's mission. CATSIHP has a Leadership Group of which the majority of members are Aboriginal and Torres Strait Islander members of PACFA.

The aims of CATSHIP are to increase access to Aboriginal and Torres Strait Islander healers and practitioners, strengthen the delivery of accredited Indigenous healing programs, and support the development of a skilled qualified workforce with skills and capacity to progress Indigenous healing practices. To support these aims, CATSIHP plans to develop standards for training in Aboriginal and Torres Strait Islander Healing Practices and promote pathways into PACFA membership for Aboriginal and Torres Strait Islander people.

POSITION PURPOSE

The Aboriginal and Torres Strait Islander Project Officer is an Aboriginal or Torres Strait Islander identified position.

The Project Officer will undertake a 12-month project to develop an online 'Clearing House' of information that identifies training and education programs for Aboriginal and Torres Strait Islander healers and practitioners, and opportunities for scholarships for Aboriginal and Torres Strait Islander people interested in training in this field.

The Clearing House will also identify and promote educational resources on Aboriginal and Torres Strait Islander Healing Practices. These resources will support CATSIHP to develop new Training Standards for Aboriginal and Torres Strait Islander Healing Practices. This will further the development of high-quality training and professional development in Aboriginal and Torres Strait Islander Healing Practices and improve access to these important trauma-integrated services for Aboriginal and Torres Strait Islander communities.

Oversight of the Project will be the responsibility of the CATSIHP Leadership Group, with day to day support provided by a Line Manager (i.e., a senior member of staff at the PACFA Office).

KEY ACCOUNTABILITIES

CLEARING HOUSE

- Research and document training programs available nationally in Aboriginal and Torres Strait Islander Healing Practices
- Liaise with educational institutions (VET and Higher Education) and national or state-wide Aboriginal organisations (e.g., Aboriginal Community Controlled Health Organisation representative bodies) that provide training in Aboriginal and Torres Strait Islander Healing Practices
- Obtain appropriate consents for listing of relevant courses on the Clearing House website pages
- Liaise with the PACFA IT staff to develop website content, and maintained with ongoing consultation and feedback from CATSIHP Leadership Group

SCHOLARSHIP PROGRAM

- Research and document scholarship opportunities for Aboriginal and Torres Strait Islander people interested in undertaking training in Aboriginal and Torre Strait Islander Healing Practices

- Liaise with large and small national or state-wide Aboriginal organisations around current scholarship opportunities available for Aboriginal and Torres Strait Islander students
- Provide free advertising of scholarship opportunities on the Clearing House website pages

TRAINING AND EDUCATION RESOURCES AND STANDARDS

- Research document educational resources on Aboriginal and Torres Strait Islander Healing Practices for inclusion on the Clearing House website pages
- Share information about training options, courses and educational resources related to Aboriginal and Torres Strait Islander Healing Practices with CATSIHP Leadership Group to inform the new CATSIHP Training Standards for Aboriginal and Torres Strait Islander Healing Practices

PROJECT MANAGEMENT

- With the CATSIHP Leadership Group, actively contribute to planning for the Clearing House project
- Monitor and review progress against the Project plan and objectives
- Liaise with the Line Manager at the PACFA Office for day to day project support and with CATSIHP Leadership Group for general project direction
- Report to the CATSIHP Leadership Group and the PACFA Line Manager to ensure accountability for project deliverables

PROFESSIONAL DEVELOPMENT

- Demonstrate a commitment to PACFA's values and workplace standards
- Participate in regular supervision meetings and performance reviews with the Line Manager
- Perform any other duties relevant to the role as requested by CATSIHP Leadership Group

SELECTION CRITERIA

Applicants must identify as Aboriginal and/or Torres Strait Islander. Aboriginality is a genuine occupational qualification for this position and is authorised by section 14 of the Anti-Discrimination Act, 1977.

Mandatory:

1. Relevant qualifications (e.g. Aboriginal and Torres Strait Islander Healing Practices, Education, Aboriginal Studies, Project Management)
2. Demonstrated knowledge of or awareness of Aboriginal and Torres Strait Islander Healing Practices
3. Demonstrated relationship-building and stakeholder engagement skills
4. High-level written and verbal communication skills relevant to the role
5. Experience preparing website content and repurposing content for social media
6. Ability to work autonomously and to collaborate in a small team environment
7. High level organisational and administrative skills and ability to prioritise workload, to work under pressure and meet deadlines
8. Demonstrated computer literacy skills and proficiency using the Microsoft Office, content management systems and other relevant software

Desirable:

1. Knowledge and experience of training and education in the VET or higher education sectors
 2. Knowledge and experience of national or state-wide Aboriginal organisations
 3. Experience working in the non-profit sector
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I have read and accepted the above Position Description.

Name: _____

Signature: _____ Date: _____

CEO Signature: _____ Date: _____