

## Position Description: CATSIHP Project Officer

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<b>TITLE:</b>	CATSIHP Project Officer
<b>REPORTS TO:</b>	Practice Manager
<b>WORKS WITH:</b>	CATSIHP Leadership Group, Membership Manager
<b>SALARY:</b>	\$80k pro-rata (plus salary sacrifice benefits and 10.5% superannuation)
<b>HOURS:</b>	3 days per week (.6 EFT) flexible working arrangements negotiable.
<b>LOCATION:</b>	PACFA is located at Creative Cubes, 333 Drummond St, Carlton. This role is based in the office 1 day per week and WFH the other 2 days. Some after-hours remote meeting attendance may be required.
<b>DURATION:</b>	12-month contract with possibility of extension

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### ROLE SUMMARY

The CATSIHP Project Officer is an Aboriginal and/or Torres Strait Islander identified position. Reporting directly to the Practice Manager this is a project role with the remit to progress the intent of the CATSIHP Co-convenors workforce development plan. This includes:

- The implementation of a membership framework (including assessment process, forms and policy content) which aligns with the Training Standards and supports the needs of communities for counselling and psychotherapy.
- Completion of the Healing Hub project which includes publishing on the PACFA website a comprehensive and up-to-date list of relevant courses and scholarships available to Indigenous Healing Practitioners.

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.



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Cultural supervision and support will be provided by the CATSIHP Co-convenor.

## **ORGANISATIONAL PURPOSE**

The Psychotherapy and Counselling Federation of Australia (PACFA) is a peak body for the Counselling and Psychotherapy profession in Australia with 6000 members nationally.

The College of Aboriginal and Torres Strait Islander Healing Practice was established in 2020 and is led by Jiman and Bundjalung woman Emeritus Professor Judy Atkinson (author of *Trauma Trails Recreating Songlines: The Transgenerational Effects of Trauma in Indigenous Australia*) and Bianca Stawiarski, of Badimaya and Ukrainian heritage.

PACFA regulates and supports the provision of effective high-quality Psychotherapy, Counselling and Indigenous Healing Practices. PACFA is a member of Allied Health Professions Australia and the National Alliance of Self-Regulating Health Professions.

## **KEY RESPONSIBILITY AREAS**

The CATSIHP Project Officer is responsible for:

- Developing and maintaining collaborative, respectful relationships with the PACFA office, CATSHIP and the broader PACFA community.
- Supporting the development and promotion of Indigenous Healing Practice including the development of certification processes and the promotion of training.
- Building positive relationships with Indigenous organisations as relevant to CATSIHP
- Drafting documents, forms and correspondence as necessary
- Coordinating the CATSIHP membership journey including supporting applicants from enquiries through to applications, assessments, timely response and renewals with operational and cultural efficacy.
- Liaising with PACFA committees to support course accreditation relating to Indigenous Healing Practice
- Responding to membership and other relevant enquiries.
- Gathering information about high-quality training and professional development in Aboriginal and Torres Strait Islander Healing Practice and, culturally sound clinical practice.
- Sharing research developments in Indigenous Healing Practice and the state and national policy landscape.
- Contributing to relevant PACFA policy submissions on behalf of CATSIHP.
- Updating Indigenous Healing Practice information including course lists and scholarship website content for the Healing Hub and PACFA website.
- Keeping CATSIHP information up to date on the PACFA website



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- Supporting the work of the CATSIHP committee including scheduling meetings and taking Minutes as well as general administrative tasks
- Advising the communications team on culturally safe and appropriate communications with guidance from CATSIHP leadership.
- Advising on relevant professional training opportunities promoted by PACFA
- Staying connected with developments in the community sector via industry networks, training and seminars.
- Participating in collaborative projects across PACFA to strengthen and diversify knowledge and skills and to further enhance community outcomes.
- Working actively within PACFA to carry out actions that align with the position and adhering to organisational policy.

### **KEY SELECTION CRITERIA**

1. Demonstrated knowledge and awareness of Aboriginal and Torres Strait Islander Healing Practices
2. Relevant experience in Aboriginal health, education, social work, counselling/psychotherapy or a related area
3. Demonstrated relationship-building and stakeholder engagement skills
4. Cultural capability, connection, and self-awareness
5. Ability to work autonomously and to collaborate in a small team environment
6. High-level communication, organisational and administrative skills and ability to prioritise workload, work under pressure, and meet deadlines
7. Demonstrated proficiency using Microsoft 365, content management systems and databases.

### **ADVANTAGEOUS EXPERIENCE**

8. Relevant qualifications (e.g. Aboriginal and Torres Strait Islander Healing Practices, Education, Aboriginal Studies, Project Management, Counselling/Psychotherapy)
9. Knowledge and experience of training, accreditation or certification in the VET or higher education sectors
10. Engagement with or a network of relationships with Aboriginal and Torres Strait Islander organisations
11. Experience working with members or volunteers in a not-for-profit environment

PD approved by CEO and CATSIHP Co-Convenors 20 February 2023