

MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Counsellor (Project)
Salary Band:	Band G
Salary Range:	\$32,999.24 - \$41,641.91 per annum
Duration	Until 31/07/2026
Location:	Central Division, Eastern Division, Northern Division, Western Division
Unit/Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of SRH, HIV, STI and BBV Unit
Subordinates:	Nil

Position Purpose

To provide best practice applicable clinical interventions for mental health problems, coordinate services, monitor progress and actively support recovery of patients. This position will function as part of the treatment team, and be expected to contribute to the day to day functioning of the team as well as provide specific interventions as appropriate.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Responsible for the day to day clinical decisions related to patient care consistent with policy and appropriate delegations.
2. Implement legislation, regulations, standards, codes of practice and policies relevant to their role in a way that supports patients and their families and carers.
3. Consult with appropriate senior staff when care or individual/group requires expert advice.
4. Work as part of a multidisciplinary team of health professionals to coordinate treatment plan.
5. Support the principles of recovery-oriented mental health practice in working with consumers, families and carers and ensure the confidentiality of information.
6. Provide a high standard of evidence based assessment and management that meets the needs of consumers and families or carers, and facilitates timely entry to services
7. Maintain a high standard of documentation and use information systems evaluation to ensure data collection meets clinical, service delivery, monitoring and evaluation needs
8. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Readmission rate of patients under counselling within 28 days of discharge.
2. Percentage of patients under Alcohol and Other Drug counselling achieved and maintain abstinence for at least more than 6 months.
3. Percentage of Patient Satisfaction attending counselling and referrals per month.
4. Active participation in corporate activities of the Ministry.

Person Specification

In addition to a recognized Postgraduate Diploma in Psychology or Counselling, and being a registered Counsellor with Oceania Psychology Register and/or Fiji Association of Social and Community Workers or other relevant professional association recognized by the Ministry of Health Medical Services, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. A minimum of 3 years proven practical experience in the field of mental health counselling.
2. Proven experience working with challenging complex behaviors and issues related to mental health, illnesses and disorders
3. Understanding of the Mental Health Decree (2010), the Occupational Health & Safety Act, and the Constitution of the Republic of Fiji.

Skills and Abilities

1. Demonstrated ability to work with challenging complex behaviors and issues related to mental health illnesses or disorders, and common comorbidities;
2. Demonstrated knowledge of and commitment to recovery oriented service provision, and consumer involvement in service design, implementation and evaluation;
3. Demonstrated ability to work independently and in consultation with a multi-disciplinary team;
4. Demonstrated ability to engage patients and their families/careers in services;
5. A high standard of communication with the ability to effectively document client records and write reports;
6. Capacity to utilise computer programs to support the operations of the Counselling Unit;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.