

Adolescent & Family Counsellor's Association Inc.

Employment Policy

March 2009

ADOLESCENT AND FAMILY COUNSELLORS' EMPLOYMENT POLICY

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This Employment Policy complies with the recommendation of the Adolescent & Family Counsellors – hereby known in this document as AFCA

1. Terms of Engagement

- 1.1 A Job Description should be annexed to and form part of each contract;
- 1.2 The Job Description shall specify the duties to be performed by the employee, and shall not be varied except by agreement between the employer and employee;
- 1.3 The Contract will state the position title, the commencing date, gross salary level and Award at the time of employment and will be accompanied by a copy of the AFCA Employment Policy and the AFCA Job Description. It will be signed by the employee, the Chairperson of the Management Committee and a witness;
- 1.4 All new appointments shall be subject to a probationary period of 12 weeks. During this period the Management Committee reserves the right to review the performance and appointment of the employee:
 - 1.4(i) The Management Committee has been misled by the employee with regard to information given in the process of selection and appointment;
 - 1.4(ii) There is obvious unsuitability to the nature of the work;
 - 1.4(iii) There is blatant non-co-operation with the Management Committee with regard to reasonable expectation and directives;
 - 1.4(iv) Unjustified high absenteeism or lateness for work;
 - 1.4(v) The employee is not working in the interests of the clients or the organisation;
 - 1.4(vi) Any other grounds which are listed in Termination of Employment, (Employment Policy, Item 9, Page 9),
- 1.5 The Management Committee will make its offer of permanent employment officially in writing, signed by the Chairperson or Secretary of the Management Committee;
- 1.6 Acceptance of employment will be in writing to the Chairperson. The employee may seek clarification of any part of the Employment Policy but acceptance of the Employment Policy is required for confirmation of employment. For mechanisms for changing the Employment Policy see Section 23;
- 1.7 Changes to or within the Management Committee will not affect the standing of this Employment Policy as an agreement between the organisation and the employee.

2. Salary and Payment of Salary

- 2.1 The salary is..... based on Award and is reviewed at the end of each year of employment;
- 2.2 To ascertain equivalent weekly rate of the annual wages such rates must be divided by 52.14;
- 2.3 Salary shall be paid at least fortnightly by cheque or electronic transfer on a regular day as agreed between employer and employee;
- 2.4 An employer may deduct from amount due to an employee such amounts as are authorised in writing by an employee and deductions of income tax required to be made to the Australian Taxation Office;
- 2.5 On pay days, the employer shall provide a statement in writing showing the gross salary, the amount deducted for taxation purposes, particulars of deductions made and net amount paid;

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- 2.6 Upon termination, wages due to an employee and any other entitlements, shall be paid on the next scheduled pay day;
- 2.7 The standard employer-funded superannuation applies. The employee may make additional optional employee payments;
- 2.8 Yearly salary increments will be paid subject to funding.

3. Hours of Work

- 3.1 Employment is for a maximum of 38 hours per week, or pro rata;
- 3.2 The Management Committee has the right to set regular or special meetings for compulsory attendance by staff. Such meetings must be important and directly relevant to the function of the position. Such meetings should be organised to the best possible convenience of the staff although they may be required to attend outside normal working hours;
- 3.3 The employee is entitled to time-in-lieu of work time in addition to normal requirements. Such additional work time must be justified and necessary;
- 3.4 The time-in-lieu period will be calculated on a monthly basis. It should be taken within a month of being accrued. Consistent excess of work over regular hours is strongly discouraged;
- 3.5 Untaken time-in-lieu will not be paid for at termination of employment.

4. Allowances and Expenses

- 4.1 When the employee, with the approval of the employer, uses his or her own vehicle for employment-related travel (other than travel between residence and usual place of employment), the employee shall be paid a car allowance equal to the rates prescribed from time to time by the relevant Award or any provision replacing that regulation, e.g. as set by the agreed Award;
- 4.2 The employee shall be required to maintain a car log showing distance travelled and purpose of journey;
- 4.3 An employee required to travel by other means in the course of employment (other than between residence and usual place of employment) shall be reimbursed all reasonable travelling expenses necessarily incurred;
- 4.4 An employee, who with the approval of the employer, travels on work related business shall be reimbursed for travel and accommodation expenses at the relevant Award rates, payable in advance.

5. Annual Leave

- 5.1 Annual Leave shall be granted and paid in accordance with the terms of the Annual Holidays Act 1944, as amended, except hereinafter provided;
- 5.2 The employee is entitled to four (4) weeks paid Annual Leave within each twelve (12) months paid service with one month's notice given, with an additional 17.5% loading on the gross salary for the period of the leave;
- 5.3 Payment of all monies for the period of leave, including leave loading, shall be paid before the employee goes on leave;
- 5.4 The employee may be granted and take their Annual Leave in separate periods amounting to but not exceeding their full entitlement;

5.5 Payment shall be made for unused leave, including leave loading, at the time of Termination of Employment;

5.6 Annual Leave may not be accumulated in excess of 5 weeks.

6. Sick Leave

6.1 An employee shall be entitled to Sick Leave on full pay calculated by allowing 122.5 ordinary working hours for each year of continuous service on a cumulative basis less any Sick Leave on full pay already taken,

subject to the following conditions:

6.1(i) If more than five (5) days Sick Leave are accumulated in the first three months of employment, a medical certificate is required for any subsequent Sick Leave within the first three months;

6.1(ii) Proof of illness or injury shall be furnished in a manner satisfactory to the employer after three days absence from normal duty;

6.1(iii) Continuous service, for the purpose of this clause, shall be calculated in the same manner as prescribed by the Long Service Leave Act 1955;

6.1(iv) An employee shall not be entitled to Sick Leave on full pay for any period in respect of which such employee is entitled to worker's compensation. Once an employee's Sick Leave is exhausted, any additional Sick Leave can be taken as Annual Leave or Leave Without Pay. In the event of prolonged illness, the Management Committee will reserve the position of employment up to a maximum of twelve (12) months from the date of the onset of the illness. This will be conditional on the advice of a medical practitioner that the employee has the potential of resuming normal duties within such a period. If need be, the Management Committee may employ a locum. The resuming employee must give at least two (2) weeks notice of intention to return to work, accompanied by a written statement of fitness to resume duties by a medical practitioner;

6.2 The employee must notify an executive member of the Management Committee at the earliest opportunity when there is an illness or injury subject to a Workers' Compensation claim. The Management Committee will act in accordance with the instructions of the insurance company with regards to payment of salary.

7. Long Service Leave

7.1 The provisions of the Long Service Leave Act 1955 shall apply except as hereinafter provided;

7.2 Entitlement to paid Long Service Leave shall accrue at the rate of one (1) week for each full year of service, and shall vest in the employee after five (5) years of service.

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8. Maternity Leave

- 8.1 8.1(i) An employee who has served for a continuous period of not less than forty (40) weeks shall be entitled to:
- (a) Leave on full pay for a period of twelve (12) weeks;
 - (b) Additional Leave Without Pay to bring the aggregate leave to a period of twelve (12) months. Such Leave Without Pay may be taken within the period of twenty (20) weeks before the expected date of birth to twelve (12) months after the commencement of paid leave;
- 8.1(ii) An employee who has served for a continuous period of less than forty (40) weeks shall be entitled to:
- (a) Leave Without Pay at the rate of one (1) week for each week of service; and
 - (b) Additional Leave Without Pay to bring the aggregate leave to twelve (12) months. Such Leave Without Pay may be taken within the period of twenty (20) weeks before the expected date of birth to twelve (12) months after the completion of the period of leave in 8.1(ii) (a) above;
- 8.1(iii) The forty (40) weeks qualifying period is a once only previous service requirement for paid leave;
- 8.1(iv) Service, for the purposes of this clause, shall be counted as commencing from the date of Commencement of Employment.

8.2 Commencement and Duration

- 8.2(i) Maternity Leave shall commence:
- (a) upon the basis of an application, with production of a certificate from a qualified medical practitioner. Not less than four (4) weeks prior to the date of commencement of ordinary Maternity Leave, a notice in writing should be given to the employer of the intention to take Maternity Leave and specifying the date of commencement and period of leave;
 - (b) Upon the birth of a living child;
- 8.2(ii) Maternity leave may commence in the period from twenty weeks prior to and up to the date of confinement in accordance with subclauses 8.1(i) or 8.1(ii) as the case may be;
- 8.2(iii) As well as Maternity Leave an employee may take any entitlement to accumulated Annual Leave (including Leave Loading where available.), and any Long Service entitlement, without loss of any entitlement to Maternity Leave under this agreement.

8.3 Payment

- 8.3(i) Payment for Maternity Leave may, if the employer so elects, be made each fortnight during the period of paid Maternity Leave;
- 8.3(ii) If the employee so elects, payment may be made at half of the employee's ordinary rate of pay for twice the period of Maternity Leave entitlement for which full pay would otherwise be made;
- 8.3(iii) The employee shall notify the employer in writing of the elected method of payment;
- 8.3(iv) Periods of paid Maternity Leave shall count for the purpose of accrual of other leave entitlements;

8.3(v) Unpaid leave shall not break continuity of service. 8.4 Special Maternity Leave

8.4(i) An employee who is not absent on ordinary Maternity Leave but who is otherwise entitled to Maternity Leave or whose pregnancy has proceeded for a period of not less than twenty (20) weeks, shall be entitled to Special Maternity Leave on full pay (as defined in sub-clause 8.1(i) as necessary in respect of.

(a) any illness relating to pregnancy, and

(b) in respect of the normal consequences of confinement where her pregnancy terminates other than by the birth of a living child;

8.4(ii) Additional Leave Without Pay shall be available as may be certified by a medical practitioner;

8.5 An employee may use accrued Annual Leave (Item 5, page 3), Long Service Leave (Item 7, page 4) and Sick Leave (Item 6, page 4), as applicable and where available, to cover all or part of the unpaid period of leave;

8.6 The period of leave granted shall count as continuous service for all purposes.

9. Paternity Leave

9.1 Paternity leave is taken by the father. Short Paternity Leave is for one (1) week only when the baby is born or the pregnancy is terminated. Extended Paternity Leave is also available when the father is to be the primary caregiver of the child (Refer to the NSW Industrial Relations Act 1996).

10. Parental Leave

10.1 An employee who is a primary support giver to a new parent is entitled to twelve (12) days leave and as negotiated with the employer after twelve (12) months continuous service. This leave may be taken as requested, provided it is taken within twelve months of the birth or adoption of the child.

11. Jury Service

11.1 The employee shall be entitled to attend Jury Service. If the court payment for such a service is less than normal salary, the employer is to make up the difference.

12. Special Leave

12.1 The employee may, at the discretion of the employer, be granted up to five (5) days leave for personal reasons, in any twelve (12) month period, without loss of pay, plus an additional five (5) days without pay.

13. Other Leave

13.1 Other leave may be negotiated in special circumstances.

14. Educational Leave

- 14.1 An employee shall be entitled to four (4) hours paid leave per week or equivalent to attend courses approved by the employer;
- 14.2 An employee shall be entitled to paid leave to attend examinations in courses approved by the employer;
- 14.3 Education Leave may not carry over from one academic period to another;

- 14.4 Time taken to attend conferences approved by the employer shall be paid as time worked.

15. Stress Leave

- 15.1 It is recognised that the nature of the work of Adolescent and Family Counsellors is particularly stressful, so such an employee is entitled to two (2) weeks Stress Prevention Leave in a twelve (12) month period after twelve (12) months of service;
- 15.2 The Management Committee can recommend a worker requiring Stress Leave see a counsellor. Any costs associated with that recommendation to be paid by the organisation.

16. Clinical Supervision

- 16.1 The Adolescent and Family Counsellor must receive regular, clinical supervision relevant to their clinical practice, by a person suitably qualified and/or experienced;
- 16.2 The Clinical Supervisor must be more qualified and/or experienced than the Adolescent and Family Counsellor;
- 16.3 The Clinical Supervisor is to be chosen by the Adolescent and Family Counsellor but is subject to the approval of the Management Committee; 16.4 The Management Committee may request a six (6) monthly report from the Clinical Supervisor, as to the professional standard of performance and the professional development needs of the Adolescent and Family Counsellor;
- 16.5 The Adolescent and Family Counsellor will review the copy of the report with their Clinical Supervisor before the report is given to the Management Committee;
- 16.6 The Clinical Supervisor shall be paid by project funding for their services and for time spent writing their report;
- 16.7 If the Adolescent and Family Counsellor is not satisfied with their Clinical Supervisor, they have the right to find an alternative supervisor and seek Management Committee approval for this change of Clinical Supervisor.

17. Grievance Procedure

- 17.1 Any dispute or grievance by the employee arising out of the interpretation of this contract or any other working conditions, shall be dealt with in the following manner:

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- 17.1(i) In the first instance, the employee shall attempt to solve the grievance with the Management Committee;
- 17.1(ii) Where any such attempt has failed, the employee may request a further meeting within seven (7) days at which he/she may have present a representative of AFCA, a professional mediator, a support person, or a union representative and/or a Community Project Officer;
- 17.2 The staff Grievance Procedure specifies the procedures Adolescent and Family Counsellors may follow if they have a grievance about their employment conditions, their Clinical Supervisor or the Management Committee;
- 17.2(i) Step 1: (a) The employee may approach the manager or an appointed member of the Management Committee for discussion and advice on the issue. The discussion is confidential;
- 17.2(ii) Step 2: (a) If the problem is not resolved in Step 1, the Adolescent and Family Counsellor may put the issue in writing to the manager and or to the Management Committee and request that the issue be raised at the next Management Committee meeting;
- (b) The Management Committee shall make a decision on the issue and advise the Adolescent and Family Counsellor within seven (7) days;
- 17.2(iii) Step 3: (a) If the problem is not resolved in Step 2, the Adolescent and Family Counsellor may attend a meeting of the Management Committee and shall be entitled to address that meeting;
- (b) The Adolescent and Family Counsellor may be accompanied by a representative of their choice;
- (c) The Adolescent and Family Counsellor may request that the manager or an appointed representative of the Management Committee not be present while they address the meeting;
- (d) The Management Committee shall make a decision on the issue and advise the Adolescent and Family Counsellor of their decision within seven (7) days. The decision of the Management Committee is final.
- 17.2(iv) Appeal: (a) The manager, or an appointed member of the Management Committee and the Management Committee will ensure that their decisions are in line with the relevant Acts of Parliament which govern the employment of staff;
- (b) If the Adolescent and Family Counsellor believes that they have been unfairly treated, they may consult with the relevant Union of the Industrial Relations Commission of NSW;
- (c) If the Adolescent and Family Counsellor believes that they have been unfairly discriminated against on grounds of race, colour, sex, marital status, family responsibilities, pregnancy, physical disability, religion, political opinion, national extraction or social origin, they may refer the issue to the Equal Opportunity Tribunal;
- (c) The Adolescent and Family Counsellor is entitled to be made aware of their rights to consult with the Industrial Relations Commission of NSW;

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- 17.3 While the above grievance procedure is being followed, the Adolescent and Family Counsellor should work to rule;
- 17.4 It is a recommendation that the Adolescent and Family Counsellor notify the AFCA if they enter a Grievance Procedure.

18. Disciplinary Procedure

- 18.1 Where the employer (the full Management Committee) considers that disciplinary action is necessary the following procedure will apply:

18.1(i) The employer must inform the employee of the reason for the proposed disciplinary action. This discussion is to be verified in writing stating:

- * The issue under discipline;

- * Specific reasons making it an issue;

- * Employer's expectations in detail, for improved employee performance;

- * A date must be set after fourteen (14) days to review the situation;

18.1(ii) The documents must be recorded in the employee's personnel file;

18.1(iii) If at the review the issue is resolved and if no further disciplinary action occurs in the following six (6) months, the records shall be destroyed;

18.1(iv) If at the review the issue remains unresolved, the second warning should be given in writing. The employer must state to the employee how she/he must improve his/her performance. The warning must be recorded on the employee's personnel file, and a copy given to the employee. A meeting of the Management Committee should be arranged within seven (7) days to which the employee may invite a representative of AFCA, their Clinical Supervisor or a Union representative;

18.1(v) If by the third meeting employee performance is still below written expectations, and no solution can be found, the employer may give two (2) weeks notice of termination of employment. If a solution is reached a meeting will be held after two (2) weeks to review the situation. Disciplinary action requires three (3) written warnings before notice of Termination of Employment can be given.

19. Termination of Employment

- 19.1 Termination of Employment by the employer shall not be unfair, unjust or unreasonable;
- 19.2 For the purpose of this clause, Termination of Employment shall include termination with or without notice;
- 19.3 Without limiting the above, except where a distinction, exclusion or preference is based on the inherent requirements of a particular position, termination on the ground of race, colour, sex, marital status, family responsibilities, pregnancy, physical disability, religion, political opinion national extraction or social origin shall constitute an unfair, unjust or unreasonable termination of employment;

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- 19.4 An employee shall not be dismissed unless they have received three written warnings as prescribed in clause 18 and the complaints for which the employee has received these disciplinary penalties persists or recurs;
- 19.5 An employee shall only be dismissed by the Management Committee following the procedures prescribed in the following sub-clauses:
- 19.5(i) A decision to dismiss an employee can only be made at a properly constituted Management Committee meeting, at which a two-thirds (2/3) majority support the motion to dismiss the employee;
- 19.5(ii) Management Committee members must receive adequate notice of the dismissal proposal with written copies of the complaints against the employee;
- 19.5(iii) Before this meeting takes place the employee shall be given written notice of the complaints against the employee for which it is proposed that his/her employment be terminated;
- 19.5(iv) The meeting to consider this proposal shall take place not less than fourteen (14) days after receipt of the notice;
- 19.5(v) The employer may give four (4) week's notice of termination; 19.5(vi) Payment in lieu of notice shall be made if the appropriate notice period is not given, provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof;
- 19.5(vii) In calculating any payment in lieu of notice, the wages which the employee would have received in respect of the ordinary time he/she would have worked during the period of notice had his/her employment not been terminated, shall be used;
- 19.5(viii) The period of notice in this clause shall not apply in a case which justifies instant dismissal;
- 19.5(ix) For the purpose of this clause, continuity of service shall be calculated in accordance with the Long Service Leave Act 1955; 19.5(x) Upon Termination of Employment for any reason whatsoever, the employer shall furnish the employee with the following certificate of service:
- (i) Employer's name (ii) Employee's name (iii) Period of employment from ... to ... (iv) Title of position
(v) Salary scale (vi) Nature of work
- Signed (Chairperson)... .. Name of Organisation... ..Date... ..
- 19.6 The Management Committee has the right to terminate employment on the following grounds:
- 19.6(i) Termination of funding;
- 19.6(ii) Disbanding of the organisation,
- 19.6(iii) Failure to resume duties without notice after one (1) week of the expected resumption;

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- 19.6(iv) Failure to give notice or meet requirement under the conditions listed for extended illness, Maternity Leave or Leave Without Pay;
- 19.6(v) Gross misconduct or irresponsibility by the employee unable to be resolved through the Disciplinary Procedure in Section 18;
- 19.6(vi) The provisions listed in Section 1.4;
- 19.7 Instant dismissal may occur where due cause is deemed. Where it occurs without the prior knowledge of the full Management Committee, instant dismissal must be conducted in the presence of a minimum of three (3) Management Committee members. Payment may be made in lieu of notice;
- 19.8 The Management Committee may indefinitely suspend the employee, with full pay, pending investigation of any complaint or charge against the employee made from within or from outside the organisation;
- 19.9 The employee is required to give two (2) weeks notice in writing of Termination of Employment to the Management Committee;
- 19.10 An employee has the right to inspect his/her personnel file, kept by the employer, at any time.

20. Civil Liability

- 20.1 The employer shall be responsible for any civil action taken against the employee in respect of any action taken in the ordinary course of employment.

21. Workers' Compensation Make-up Pay

- 21.1 The circumstances under which the employee shall qualify for accident make-up payment shall be prescribed hereunder:
 - 21.1(i) The employer shall pay an employee "accident make-up payment" (hereafter, "AMP") where the employee sustains an injury for which weekly payment of compensation is payable by or on behalf of employer pursuant to the provisions of the Workers' Compensation Act as amended from time to time;
 - 21.1(ii) AMP means a weekly payment of the difference between the amount of compensation paid to the employee pursuant to the Workers' Compensation Act and the normal rate of pay or, where the incapacity is for a lesser period than one week, the difference between the amount of compensation and the said normal rate of pay for that period;
 - 21.1(iii) The employer shall pay, or cause to be paid, AMP during the incapacity of the employee within the meaning of the Worker's Compensation Act until such incapacity ceases or until the expiration of the period of thirty-nine (39) weeks from the date of the injury, whichever is the shorter;
 - 21.1(iv) The liability of the employer to pay AMP in accordance with this clause shall arise as at the date of the injury or accident in respect of which compensation is payable under the Workers' Compensation Act and the termination of the employee's

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employment for any reason during the period of any incapacity shall in no way affect the liability of the employer to pay AMP as provided in this clause;

21.1(v) In the event that the employee receives a lump sum in redemption of weekly payments under the Workers' Compensation Act, the liability of the employer to pay AMP shall cease from the date of such redemption.

22. Discussion Before Termination Due to Redundancy

- 22.1 Where the employer, for any reason, including the cessation or reduction of funding, has decided that the job the employee has been doing is no longer available to anyone, employer shall hold a discussion with the employee;
- 22.2 The discussion will take place as soon as practicable after the employer has made such a decision under sub-clause 22.1 and shall cover, inter alia, any reasons for the termination, measures to avoid or minimise the termination, and measures to mitigate any adverse effects on the employee;
- 22.3 For the purpose of the discussion the employer shall provide in writing to the employee all relevant information about the proposed termination including the reasons for it, and the time it will be carried out;
- 22.4 Severance pay. In this sub-clause, "week's pay" means the ordinary time rate of pay for the employee. In addition to the period of notice prescribed for ordinary termination, an employee whose employment is terminated under sub-clause 22.1 shall be entitled to the following severance pay in respect of a continuous period of employment:

PERIOD OF CONTINUOUS	SEVERANCE PAY	
	SERVICE Under 45 Years	Over 45 Years
1 year or less	Nil	Nil
1 year, up to completion of 2 years	4 week's pay	5 week's pay
2 years, up to completion of 3 years	6 week's pay	7.5 week's pay
3 years, up to completion of 4 years	7 week's pay	8.75 week's pay
4 years and over	8 week's pay	10 week's pay

22.5 Advice to employees of future vacancies. Where within one year from the date on which a particular employee is made redundant because of cessation or reduction in grant funding, the grant funding is restored to the employer, or the employer received an increase in grant funding and wishes to engage a person to perform the same or similar work as that previously performed by the employee made redundant, the employer shall take all reasonable steps to notify the employee of this vacancy;

22.6 Employee leave during notice. An employee whose employment is terminated for reasons set out in sub-clause 22.1 may terminate his or her employment during the period of notice, and, if so, shall be entitled to the

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same benefits and payments under this clause had she/he remained with the employer until the expiry of such notice; provided that in such circumstances the employee shall not be entitled to payment in lieu of the remainder of the period of notice;

22.7 Time off during notice period:

22.7(i) During the period of notice of termination given by the employer an employee shall be allowed up to one (1) day's time off without loss of pay per week for the purpose of seeking other employment;

22.7(ii) If the employee has been allowed paid leave for more than one day per week during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or he/she shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient;

22.8 Notice to Centrelink. Where a decision has been made to terminate employees in the circumstances outlined in sub-clause 21.1, the employer shall notify the local office of Centrelink as soon as possible giving relevant information including the number and category of the employees likely to be affected and the period over which termination are likely to be carried out.

23. Amendments to the Employment Policy

23.1 This Employment Policy will remain unchanged unless a consensus to proposed amendments is reached by the Adolescent Family Counsellors Association Inc.;

23.2 Proposals for amendments can be presented in writing to a meeting of the Adolescent and Family Counsellors' Association by any interested persons;

23.3 In the event of the Employment Policy being amended, such amendment is to be acknowledged by the signature of each member of staff and attached to their individual job contracts;

23.4 The AFCA Employment Policy is to be reviewed annually.

Definition of Terms

Adolescent and Family Counsellor: A person contracted for employment in accordance with any relevant legislation to perform the duties specified in the Adolescent and Family Counsellor Job Description drawn up by the Management Committee of the employing service.

Employee: Person employed as an Adolescent and Family Counsellor.

Staff Member: Person employed as an Adolescent and Family Counsellor.

Employer/Management Committee: Incorporated auspicing body or Board of Management having governance responsibility for the Adolescent and Family Counselling Service.

Client: Young Person using and eligible to use the Adolescent and Family Counselling Service and/or the Young Person's family (see definition of family below).

Family: Any person or persons, including parents, siblings, extended family members, or parents of friends who provide safe and stable support to the adolescent.

Appropriate: Suitable to meet the needs of the situation, consistent with relevant government or agency policy, within available resources.

Clinical Supervisor: Person more qualified in family therapy than the Adolescent and Family Counsellor.

Person more qualified and/or experienced in working as a family therapist than the Adolescent and Family Counsellor. Provides a service external to the Adolescent and Family Counselling Service, where cases are discussed.

Working to Rule: Working to the strict interpretation of the Job Description and conditions of Employment.

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JOB CONTRACT FOR ADOLESCENT & FAMILY COUNSELLORS

This contract is made between

..... (Name of Organisation) and

..... (Name of Employee)

who has been appointed to the position of Adolescent and Family Counsellor,

commencing on..... day of..... 19.....

at a commencing gross salary of..... per annum based on

..... Award.

Annexes to this contract are:

- (i) The Adolescent & Family Counsellors' Association Employment Policy
- (ii) The Adolescent & Family Counsellors' Assoc. Job Description for the position
- (iii) The Adolescent & Family Counsellors' Association Code of Ethics

Collectively these documents form the Contract of Employment.

(Signature of Employee)..... Date.....

(Signature of Chairperson)..... Date.....

(Signature of Witness)..... Date.....