

Intake and Counselling Team Counsellor/Advocate - Position Description

Time Fraction:	0.8EFT
Reports to:	Intake and Counselling Team Leader
Term:	18 month contract – with extension subject to funding
Date:	February 17, 2021

About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) is an incorporated not for profit community organisation that is governed by a Board, with membership comprising prominent local corporate and community members. Funding is received from the Victorian Government. We employ over 20 staff with qualifications ranging in psychology, social work, family therapy and psychotherapy. Our primary site is located in Bendigo, but we provide outreach services in Kyabram, Kyneton, Maryborough, Echuca and Tarrengower Prison.

Our services include free and confidential specialist counselling to adults, young people and children who have experienced sexual assault and/or family violence either recently or in the past, and to their non-offending parents, partners, family and friends. We also offer a 24-hour crisis care response to victims of recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. CASACV provides a family focused, prevention and early intervention therapeutic service to children and young people under the age of 18 who have engaged in problematic or harmful sexualised behaviours (HSB) in the REFOCUS Program. We also provide specialised advocacy, secondary consultation, community education and professional training across the sector and within the community.

We are committed to the development of a positive and supportive work environment and strive to provide a family friendly workplace with flexible working arrangements. We provide clinical supervision, encourage continuous learning and focus on excellence in client outcomes and organisational objectives.

CASACV is also a partner in the Bendigo Multi-Disciplinary Centre (MDC). In the MDC we are co-located with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); staff from Department of Health and Human Services, Child Protection; and Bendigo Community Health. In this specialised model, partner organisations support adult and child victims from first disclosure of sexual assault to criminal prosecution.

We uphold a feminist philosophy and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice.

CASACV Values

All our work is underpinned by the following values:

- Social Justice - equity, inclusion and human rights are embedded within our organisation.
- Integrity, Safety, Respect and Empowerment - are integrated into every aspect of service delivery and governance.
- Quality and Accountability – our work is evidence based, measured and accountable to our clients and the community.
- Feminist – we work within a feminist framework to challenge and reform structural gender inequities.

The Intake and Counselling Team

- This important position is located within the Intake and Counselling Team. This team is the first point of contact for the specialist services CASACV provides. Therapeutic engagement for all clients begins and continues with the responses provided by the Intake and Counselling team.
- The service provided at CASACV is informed, timely, client centred response focussed on providing high quality information, therapeutic services to clients, and secondary consultation to other professionals and services seeking support and expertise.

Position Overview and Accountabilities

The position provides:

- Early clinical intervention responses and therapeutic counselling.
- Initial contact for clients and professionals, seeking advice, information, and service support.
- Triage, intake, screening, assessment, secondary consults and information, and referral functions.
- Crisis responses during business hours for clients.
- Therapeutic counselling within a brief intervention framework, and where indicated supports clients to transition to other programs (internal and external to CASACV).
- prevention, education and advocacy within the services system and with other organisations
- co facilitation of group work – therapeutic and educational

The position is based in Bendigo Victoria and may also be required to provide outreach services across the Loddon Region.

Position Requirements and Responsibilities

1. Direct Service

- Provide triage, intake and screening, including assessing program suitability if applicable, with adults, children, young people and families/carers, eligible for the range of services and programs at CASACV.
- Complete assessments on client risk, stability and readiness for therapeutic counselling.
- Provide therapeutic service responses and interventions, within a brief intervention framework, for clients where this is their preference, and where it is therapeutically indicated.
- Maintain an agreed short to long term therapeutic case load.
- Provide expert advice and secondary consultation to other professionals and organisations in relation to sexual assault, problem sexual behaviours and harmful sexual behaviours, system responses to sexual assault and family violence (including preliminary safety planning).
- Communicate accurate information regarding the suite of CASACV services. This may include, but is not limited to, liaison and advocacy with individuals, police, judicial, medical, educational, child protection, community services and family systems.
- Participate in collective therapeutic decision-making including planning treatment interventions, and referral into other programs within CASACV, and externally.
- In accordance with the CASACV Strategic Plan, assist in the delivery of group work, and represent CASACV community education and professional training initiatives, and social change initiatives and prevention work, to raise awareness of sexual assault, the drivers, the challenges and the solutions as appropriate.
- Develop and maintain networks with relevant professional groups and community organisations.

2. Organisational Responsibilities

- Awareness and observation of the policies and procedures of the organisation. Comply with relevant social and legal policy, as required.
- Maintain appropriate client records, statistical requirements and professional reporting as required, to internal standards and external needs/requirement
- Attend regular supervision (work review and clinical supervision) to develop own clinical practice, ensure quality client outcomes, manage potential impacts of the work on personal well-being, and ensure administrative requirements of the role are managed.
- Participate in staff and team meetings, training and professional development, continuous quality improvement and development of best practice, and participate in the overall positive workplace culture, and organisational development
- Participate in other activities and meetings relevant to CASACV

- Contribute to research and presentations, including but not limited to conferences, training and journal articles regarding CASACV practice, and participate in other networking, activities and meetings relevant to CASACV
- Plan time effectively to manage competing demands ensuring you meet the requirements of the role
- Participate constructively and positively in change management processes including providing solutions to identified areas for opportunities, development, improvements, or risk mitigation options

3. Occupational Health and Safety (OH&S) Responsibilities

- CASACV is committed to the safety of its employees and any other individuals present in our workplaces. In achieving and maintaining workplace health and safety, CASACV will apply best practice in OHS in accordance with statutory obligations at all times.
- All CASACV employees, contractors and volunteers are required to:
 - take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
 - take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
 - cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
 - report all injuries, illness or 'near misses' to their supervisor
 - participate in relevant health and safety training based on roles and responsibilities
 - as required, participate in the development and implementation of specific OHS hazard and risk management strategies.
- In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Key Selection Criteria

Applications **must** address the following:

1. Essential Qualifications and Experience

Degree or above qualification in social work, psychology or similar discipline.

2. Essential Skills and Knowledge

- a. Demonstrated assessment skills, including therapeutic assessment, crisis intervention, risk assessment and safety planning.
- b. Knowledge and understanding of system responses to sexual assault and family violence, including legal, medical, generalist, mental health, and child protection responses.
- c. Experience in providing quality, brief and longer term, end to end therapeutic episodes of care or interventions, including, formulation, and ending well stages, with a system (particularly including family) lens.
- d. Experience engaging with people presenting with symptoms of trauma and complex needs.
- e. Significant therapeutic, skills and experience engaging a range of modalities particularly for women, children and men who have experienced trauma including childhood, historic and or recent sexual assault, violence, intimidation or harassment, within a feminist and structural framework and analysis.
- f. Significant expertise providing accessible, flexible, mindful services for people with a diverse range of experiences, presentations, backgrounds, and abilities; including advocating to the range of services and systems that may be involved or may need to be involved to provide better outcomes for clients, their families and the wider community.
- g. Experience liaising with the full range of stakeholders, including providing relevant secondary consultation to other internal and external professionals; to work collaboratively to deliver quality outcomes for clients and others.
- h. Demonstrated resilience and reliability working in a busy team, with autonomy, and the ability to make quality decisions quickly, prioritising competing demands and promoting self-care strategies. The ability to work as part of a team and to value and contribute to a positive workplace culture.
- i. A high degree of professionalism reflected in the ability to provide targeted clinical and organisational services within required time-frames.
- j. Excellent written and oral communication skills including timely and accurate written reports and able to clearly articulate and engage with a range of audiences.

3. Other

- Commitment to the strategic plan of CASACV.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Computer skills and proficiency in Microsoft applications.
- Current Victorian Driver's Licence.

Referees

Applicants must provide the name and current contact details of three professional referees including the most recent or current supervisor.

Position Entitlements

Hours of Work and Location of Work

- The position is part time .8 EFT or 4 days per week. The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm between Monday to Friday, though may include weekend and after hours work as needed.
- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.
- Location of the position is in Bendigo and may include outreach locations across the Loddon Campaspe Region

Salary and Conditions

Industrial Instrument: *Loddon Campaspe CASA Enterprise Agreement 2015*, Classification: Health Professional and Support Services Award \$80,00 – \$91,000 gross based on qualifications and experience.

Generous salary packaging is available with Fringe Benefits Taxation of up to \$15,900 each year; other expenses may be packaged over this cap.

A current Working with Children Check and National Police Check is mandatory prior to commencement. If you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.

Applications

To discuss the opportunity please call CASACV - Manager Clinical Services -San on 5441 0430.

To apply for this position, please provide (note applications without these components will not be considered):

- CV
- Letter of introduction
- Response to key selection criteria.

Applications close: **5 pm Friday 12th March 2021**

Please note previous applicants will remain in consideration.

Email: casacv@casacv.org.au – Subject: **Intake and Counselling Counsellor/ Advocate**

Acceptance of Position Description requirements

To be signed upon appointment

Employee Name:

Signature:

Date:

This position description is subject to review and may change in accordance with the needs of our organisation, including our operations, clients and stakeholders