

POSITION DESCRIPTION

Team Leader – Adults Counselling Team

Time Fraction: Full time (0.8 FTE will be considered)

Reports to: Clinical Services Manager

Term: Ongoing – subject to funding

Date: July 2021

About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) is an incorporated not for profit community organisation. We employ over 25 staff with qualifications ranging in psychology, social work, family therapy and psychotherapy.

We offer free and confidential specialist counselling to adults, young people and children who have experienced sexual assault and/or family violence either recently or historically, and to their non-offending parents, partners, family and friends. We offer a 24-hour crisis care response to victims of recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. We also provide specialised advocacy, secondary consultation, community education and professional development and training.

CASACV delivers a family focused, prevention and early intervention therapeutic program (REFOCUS Program) to children and young people under the age of 18 who have engaged in harmful sexualised behaviours).

CASACV is situated within the Bendigo Multi-Disciplinary Centre (MDC), with outreach provided in Kyabram, Kyneton, Maryborough, Echuca and Tarrengower Prison. The MDC comprises Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); Child Protection Sexual Offences and Abuse Investigation Team; Victims Assistance Program and Bendigo Community Health. In this specialised model, partner organisations support adult and child victim-survivors from first disclosure, therapeutic recovery, to criminal prosecution.

CASACV Values

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

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.

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

CASACV is an equal opportunity employer committed to diversity and social inclusion. We welcome applications from culturally and linguistically diverse backgrounds, including those from Aboriginal and/or Torres Strait Islanders, people with disability and people who identify as LGBTIQ+.

Position Overview and Accountabilities

The Team Leader, Adults Counselling Team is a leadership role and works closely with other Team Leaders under the guidance and direction of the Clinical Services Manager. The role is responsible for ensuring clinical adult services meet organisational and contractual obligations as well as driving continual quality improvements.

The role of Team Leader is to provide day to day operational and clinical leadership for the Adults Counselling Team. The Adults Counselling team are a team of passionate, committed and skilled specialists. The role is responsible for supporting a cohesive, supportive and positive working experience for all staff members and promoting safe and effective work with the people who engage with our service.

The position is supported by an organisation of highly skilled and qualified practitioners and receives regular clinical and organisational supervision and valuable peer and organisational support. The position is based in Bendigo Victoria and may be required to travel across the Loddon Region.

1. Direct Service

- 1.1. Provide effective clinical and organisational supervision to Counsellor / Advocates in accordance with CASACV's Supervision Policy.
- 1.2. Regularly review, in conjunction with the Clinical Services Manager, the standard of service delivery and address issues as they arise.
- 1.3. Oversee team clinical reports for a range of non-statutory and statutory agencies.
- 1.4. Oversee and participate in development and delivery of groupwork programs to adults, partnerships, other specific target groups.
- 1.5. Understand organisational performance requirements, including statistical data collection, qualitative reporting and accountability measures.
- 1.6. Oversee staff training and professional development needs.
- 1.7. In consultation with the Clinical Services Manager, ensure that client allocation is managed and monitored.

- 1.8. Maintain accurate and confidential staff files and other records, including statistical data entry, that meet legal and ethical requirements.
- 1.9. Hold a small case load as negotiated with the Clinical Services Manager.
- 1.10. Supporting newly employed Counsellor/ Advocates through induction to systems, processes, and practice frameworks.
- 1.11. In accordance with the CASACV Strategic Plan, assist in the delivery of community education and professional training to raise awareness of sexual assault and its impacts.
- 1.12. Maintain networks with relevant professional groups and community-based organisations.

2. Organisational Responsibilities

- 2.1. Attend regular supervision (organisational 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.
- 2.2. Assist in the identification and ongoing monitoring of clinical governance and risk requirements for CASACV, working with the Clinical Services Manager to optimise governance requirements.
- 2.3. Observation of CASACV policies and procedures.
- 2.4. Comply with relevant social and legal policy, as required.
- 2.5. Participate in staff and team meetings, clinical and administrative supervision, training and professional development.
- 2.6. Participate in continuous quality improvement and development of best practice.
- 2.7. In consultation with CASACV clinical staff, advocate among legal, medical, government and other systems with the goal of enhancing systemic responses.
- 2.8. Contribute to research and presentations, including but not limited to conferences, training and journal articles regarding CASACV practice.
- 2.9. Plan your time effectively to manage competing demands ensuring you meet the requirements of the role.
- 2.10. Participate in other activities and meetings relevant to CASACV.

Key Selection Criteria

Your application must address the following:

Essential Qualifications and Experience

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

Minimum 5 years relevant experience post qualification.

Essential Skills, Knowledge and Attributes

1. Demonstrated leadership experience in a similar role, with transferable skills and knowledge and an ability to hold an organisational perspective.

2. Strong clinical expertise and highly developed understanding of trauma informed practice, gendered violence, and or sexual assault – alongside the causes and impacts across the life course.
3. Proven ability to lead and engage in practice dialogue, to provide advice and expertise regarding complex clinical matters.
4. Ability to engage with staff, teams and colleagues, build rapport, lead through change and the ability to prioritise competing demands.
5. Excellent communication and interpersonal skills with well-developed emotional intelligence, including self-awareness, resilience and positive aptitude.
6. Experience in managing team performance, performance management, recruitment & selection, coaching and development of employees.
7. Demonstrated ability to navigate and influence across complex systems with a high level of collaboration, stakeholder engagement and influencing skills.
8. Commitment to a learning culture and continuous quality improvement.
9. Excellent written and oral communication skills including timely and accurate written reports and able to clearly articulate and engage with a range of audiences – individuals, families, professionals and the court system.
10. Demonstrated ability to work autonomously, as part of a team and to value and contribute to a positive workplace culture.

Other

Commitment to the vision, philosophy, aims and objectives of CASACV.

Computer skills and proficiency in Microsoft applications.

Current Victorian Driver's Licence.

Occupational Health and Safety

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 is achieved by ensuring all staff are aware of and have access to OHS policies, procedures, training and reporting systems.

Referees

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

Hours of Work

- The position is full time, part time will be considered (0.8 – 1.0FTE).
- Location of the position is in Bendigo and may include travel across the region.
- Business hours are 9.00am to 5.06pm between Monday to Friday.
- 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.

Salary and Conditions

Industrial Instrument: *Loddon Campaspe CASA Enterprise Agreement 2015 - 2018*, Health Professional and Support Services Award \$98,622 – \$106,802 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.

The position is full time but may be negotiated at a reduced time fraction. The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.

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

Applications close: **9.00am Monday 9th August 2021**

Email: casacv@casacv.org.au – **Subject:** Team Leader Adults Counselling Team

Previous applicants need not apply.

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