

Response Team Counsellor/Advocate - Position Description

Time Fraction:	Part time (.8 EFT or .6 will be considered)
Reports to:	Response and After-Hours Team Leader
Term:	One year contract -with the possibility for extension pending funding
Date:	December 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 30 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/Rochester 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 Response Team

This important position is located within the Response Team. The Response team is the first point of contact for CASACV specialist therapeutic services; providing consistent, timely, client centred 'continuity of care' throughout the information seeking, intake, assessment, psychoeducation, and referral management process. Therapeutic engagement for all CASACV clients begins and continues with the responses provided by the Response Team.

The Team also delivers valuable and sort after secondary and professional consults and groupwork.

Position Overview and Accountabilities

The position provides:

- Initial contact for clients and professionals, seeking advice, information, and service support.
- Triage, intake, screening, assessment, and referral functions.
- Crisis responses during business hours for clients.
- Provision of psychoeducation to clients, carers and family members to support understanding of impacts and experiences to support recovery.
- Prevention, education and advocacy within the services system and with other organisations
- Co facilitation of group work – therapeutic and educational
- As Response Team practitioners progress in skills and experience - the role encompasses the provision of therapeutic counselling within a brief intervention framework.

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 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 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.
- Maintain networks with relevant professional groups and community organisations.

For experienced therapeutic counselling practitioners:

- Provide therapeutic service responses and interventions, within a brief intervention framework, for clients, and where therapeutically indicated.
- Maintain a small client caseload providing short to long term therapeutic counselling.
- Participate in collective therapeutic decision-making including planning treatment interventions, and referral into other programs within CASACV, and externally.
- For applicants with a high level of experience there is the opportunity for a Senior Practitioner role.

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/requirements.
- 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. Knowledge of/ or 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. Knowledge of/ counselling theories and frameworks are evidenced based and effective
- d. Knowledge of/ or expertise in providing information, services and advice to people with a diverse range of experiences, presentations, backgrounds, and abilities; including advocating to a range of services.
- e. Knowledge of/ or experience liaising with a range of stakeholders and professionals.
- f. The ability to work as part of a team and to value and contribute to a positive workplace culture.
- g. Professionalism and agility to respond to the needs of clients, and the service.
- h. Good 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, with the option of .6 or .8 per week. The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.
- Hours are 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 is 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

4. Salary and Conditions

Industrial Instrument: *CASACV Enterprise Agreement 2020-2024* Classification: Health Professional and Support Services Award \$84,000 – \$96,000 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 - San - Clinical Services Manager 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.

Email: **HR@casacv.org.au** – Subject: **Response Counsellor/ Advocate role**

Applications Close: **Friday 21st January 5 pm**

5. 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