

POSITION DESCRIPTION



Position Summary	
Role Title	Counsellor
Reports to	Clinical Team Leader
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	Level 6
Employment	Full time ☒ Part time ☐ Contract ☐
Location	Lakes Entrance

Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

POSITION DESCRIPTION



CHILD SAFE YWAHS is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement. YWAHS is an equal opportunity employer and has a smoke-free workplace policy.

MARAM This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 1) which requires mandated MARAM Family Violence Comprehensive training and MARAM Comprehensive responsibilities.

Role Purpose

The focus of this role is to provide counselling, case management and assessment of client's immediate needs and support pathways to keep them safe.

Other duties include intensive case management, group work, advocacy, stakeholder engagement and referral pathways to assist individual clients to make decisions about their safety, reduce their exposure and risk of family violence, leading to a safe and reconnected family and community.

This role requires you to contribute towards the improvements of YWAHS service delivery as part of an integrated model (i.e., wrap around services for clients and their families).

The Counsellor will possess strong communication and organisational skills, counselling/clinical skills and is committed to client centred service delivery to engage in culturally safe and a trauma informed and multi-disciplinary approach to healing.

Key Accountabilities

Assessment & Support

- The role is case management (assessment and support). The Counsellor is expected to be assessing family violence risk and work intensively with victim survivors and their children to identify goals and to work alongside the victim survivors to achieve them.
- Conduct initial risk assessment and ongoing risk management in accordance with MARAM framework.
- Work collaboratively with clients to develop individualised goals and journey maps, intervention plans, post-counselling support plans and referrals.
- Actively engage in reflective practices, supervision, and professional development activities.
- Maintain accurate and up to date client records, complete statistical data, program documentation and statutory reports as required.
- Ensure role complies with relevant acts including Privacy Act, Health Records Act, Children Youth & Family Act, Family Violence Act, Confidentiality and State-wide Family Violence Guidelines.
- Participate in the YWAHS professional development activities, regular clinical and general supervision, support, and debriefing sessions where required and the organisation's performance review process.
- Actively participate in organisational development activities as required. Counselling.
- Undertake Family Violence Risk Assessments to establish levels of safety and risk to women and children referred (unless previously undertaken by another family violence agency).

Counselling

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- Using a 'Trauma Informed Approach', use your understandings of trauma to help validate a victim's experience of trauma and its impacts, and use a range of therapeutic responses to make families safe and support them to re-establish their lives.
- Support clients to identify their needs and assist them in developing a personal support plan with goals to address priorities for themselves and their children.
- Implement the Intake/Referral systems that have been developed and link with other service providers.
- Identify appropriate referral services and facilitate access to services for clients.
- Regularly undertake case reviews in conjunction with clinical and admin supervisors.
- Liaise with crisis intervention services to make appropriate referrals when women and children are assessed as being unsafe.
- Provide culturally sensitive services, specifically those relevant to the needs of Aboriginal people.
- Support the delivery of YWAHS education and prevention programs and community engagement activities as required.

Reporting

- Input data daily into appropriate data systems (e.g. IRIS).
- Participate in regular supervision with Clinical Team Leader, including the development and implementation of work plans.
- Monthly clinical supervision with an external provider.
- Participate in annual reviews.
- Contribute to the development and implementation of YWAHS organisational plans.
- High level of computer literacy

Professional Development & Education

- Undertake training as required.
- Actively take responsibility for maintaining professional knowledge and skills and obtain documented evidence of relevant continuing professional development as required.
- Participate in educational activities, as required, to both other staff and community groups.
- Participate in Cultural Awareness Training and Cultural educational activities relevant to the role within YWAHS on a regular basis

Other employee requirements

Quality and Risk Management

Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies.

Workplace Health and Safety (WH&S)

- Ensure a safe working environment is maintained for all YWAHS staff and clients.
- Ensure all WH&S processes and procedures are adhered to.
- Ensure all safety signage is in full view and in a language that is clear and precise.
- Ensure risk assessments are completed and authorised prior to the commencement of activities.

Cultural Diversity

Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities, with particular emphasis on the Wellington and East Gippsland demographic.

Teamwork

Work proactively with all members of the YWAHS Team in supporting the organisations aspirations and its strategic aims.

POSITION DESCRIPTION



Other

May be required to perform other duties not specified within this document but commensurate with their classification, experience, and skills.

Required knowledge and skills (key selection criteria)

Education & Experience

- A relevant qualification and/or equivalent certification from a nationally accredited provider in the area of social welfare, counselling, social work, family therapy, psychology, creative arts therapies, or community mental health nursing.
- A minimum Bachelor level qualification in Social Work or recent employment in the family violence sector or equivalency met through the 7 Equivalency Principles in line with the minimum mandatory qualification requirements. Please see <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners> for further information.

Essential knowledge and skills

- Demonstrated understanding of family violence, sexual assault/abuse, trauma-informed care and practice and ability to work within a 'strength-based approach'.
- Demonstrated knowledge and appreciation of Aboriginal culture and understanding of issues affecting Aboriginal people in a contemporary society and the history of intergenerational trauma.
- Provision of culturally appropriate and evidenced based assessments, case formation, goals and intervention planning, review and closure processes to guide short, medium and long-term interventions.
- Demonstrated knowledge and experience in working therapeutically with children, young people and adults who have experienced violence, abuse and trauma.
- Demonstrated understanding of the MARAM framework and other legislative requirements governing the collection and storage of personal information, client confidentiality, information sharing guidelines and the protection of children/young people.
- Proven ability to work in a sensitive and non-judgmental manner, with clients who come from a variety of cultural and socio-economic backgrounds.
- Demonstrated understanding of the issues concerning confidentiality in a service provision organisation.
- Knowledge of pathways and linkages to other support programs and services.
- Highly developed relationship building and people skills.
- High level problem-solving skills with the ability to identify issues or problems and recommend strategies and opportunities for resolving them.
- Excellent communication skills, both oral and written, including report writing and an ability to keep accurate and detailed client notes.
- Demonstrated flexibility and willingness to work both independently and effectively as part of a multi-disciplinary team.

POSITION DESCRIPTION



Mandatory role requirements

- Current satisfactory National Police check
- Valid Working with Children check (WWC)
- Current Victorian Drivers Licence
- Travel between sites will be required
- COVID Vaccination (3 doses)

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POSITION DESCRIPTION



Job Demands Checklist

YWAHS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required occasionally, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks		X			
Lifting/Carrying	Light lifting and carrying		X			
Lifting/Carrying	Moderate lifting and carrying - e.g. trolleys, tubs, car seats, shade structures, eskies. Lifting/moving tubs of materials & equipment in/out of cars and from store to activity rooms for activities.		X			
Lifting/Carrying	Assisted lifting (lifting with assistance from another person) – e.g. shade structures, eskies	X				
Lifting/Carrying	Level of fitness required for physical activities such as moving trailer and attaching and detaching from vehicle					X
Driving	Driving to and from activities across the region and transporting equipment and passengers	X				
Climbing	Ascending and descending ladders					X
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.					X
Repetitive	Use of keyboard, typing, entering data etc.		X			

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X
Employee signature

X
Employee name (Printed)

Date: