

## Position Description

<b>Title</b>	Counsellor Advocate - Groups
<b>Employment Type</b>	Part time or Full time (0.6 – 0.8 FTE) fixed term for 12 months
<b>Reports to</b>	Team Leader Therapeutic Services
<b>Work Location</b>	Geelong
<b>Date of review</b>	June 2024

### About The Sexual Assault & Family Violence Centre (The SAFV Centre)

The Sexual Assault & Family Violence Centre (The SAFV Centre) was established in 1978 and continues to grow, delivering integrated specialist response, early intervention, education and prevention services and programs.

Supporting the Victorian community throughout Barwon, Wimmera, and the South West regions, we offer a specialist range of support services to all people impacted by sexual and family violence, encompassing 24 hour crisis care, case management, therapeutic counselling and group programs, early intervention programs, refuge and housing support, legal services, professional training and primary prevention initiatives. We also provide specialised support for all victims of crime through the Victims Assistance Program for Barwon and the South West.

Working across multiple sites and locations, including co-location within the Barwon Multi-Disciplinary Centre, The Orange Doors in Barwon and the South West, outreach locations and within the locally known service Emma House in Warrnambool, our unique combination of services allows us to respond to those that need us, supporting them throughout their journey toward recovery and resilience, while also educating and working with our communities for gender equality to prevent violence from happening in the first place.

We are a collaborative organisation where work is rewarding and team spirit permeates strong culture, values and a client-first focus. At The SAFV Centre, you have the opportunity to professionally grow, flexibility to enjoy your personal commitments, and a connection to purpose that makes a difference to our community.

### Role Purpose and Accountability

#### Purpose

This position delivers therapeutic group programs to women and children, in line with the guidelines of the funding and partnership agreements. The position reports to a Team Leader, is supported by a team of highly skilled and qualified practitioners and receives regular clinical supervision and valuable peer and organisational support.

SAFV Centre run a variety of group programs for adults and children including:

- TACT (Trauma Focused Acceptance and Commitment Therapy for adult women)
- TACT-Y ((Trauma Focused Acceptance and Commitment Therapy for young people)
- CMIM (Children and Mother's in Mind for women and children aged 0 – 4 years)
- Connect (A group program for women and children 7-11years)

This role would require support of facilitation across the above group programs.

**Accountabilities:** *role accountabilities include, but are not limited to;*

### **Therapeutic Group Program Responsibilities**

- Co-facilitation of group programs in either Geelong or Colac
- Participation in the recruitment of individuals/families into the group program including, liaison with external referral agencies and conducting pre-group interviews.
- Provision of high level therapeutic support to the individuals/families involved in the group program including advocacy and liaison with other service providers as required.
- Maintain a case load of between 3 – 8 individuals/families who are involved in the group program (depending on the group program)
- High quality client case notes are recorded in IRIS and in the electronic file system on the same day or the next business
- Effective collaboration and contribution to care team meetings, case planning and consultations with other professionals, Orange Door partners, MDC partners and organisations.
- Development of transition plans for the client exiting the service.
- Understand principles and implement the practices of Child Information Sharing Scheme (CISS) / Family Violence Information Sharing Scheme (FVISS). MARAM
- Participation in ongoing assessments, evaluation of programs and preparation of final reports.

### **Organisational Responsibilities**

- Participate in staff and program meetings, supervision, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing organisational culture, including by identifying opportunities to improve team work practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure, our code of conduct and the code of the professional association of which the employee may be a member.

### **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 two years relevant experience post qualification.

#### **Essential Skills and Knowledge**

- Knowledge and expertise in working therapeutically in a group setting in relation to dynamics and effects of trauma on children and adults.
- A comprehensive understanding of the issues relating to sexual assault and family violence within a trauma informed, feminist intersectional, and systemic approach.

- Demonstrated assessment skills, including therapeutic assessment, crisis intervention, risk assessment and safety planning.
- Ability to work collaboratively with MDC partner organisations and across complex systems including but not limited to police, judicial, medical, educational, child protection, community services and family systems.
- Demonstrated ability to work autonomously and to value and contribute to a positive workplace culture as a team member.

### **Other**

- Commitment to the vision, philosophy, aims and objectives of The SAFV Centre.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

### **Referees**

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

### **Period of Appointment**

This position is fixed term.

### **Hours of Work**

- The position is part time 0.6-1.0 FTE.
- Location of the position is at the Geelong office. Some travel to Colac and other sites is also required.
- Hours will usually be worked during business hours of 9.00am to 5.06 pm 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**

Annual salary range is \$92,160 - \$108,462 plus superannuation (pro rata for part time). Salary will be commensurate with experience and skills.

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2023.

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time.

### **Employee Responsibility – Mandatory prior to commencement**

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense
- Working rights in Australia
- Qualification verification

**Other**

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

I, \_\_\_\_\_, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_