



HAWKESBURY AREA WOMEN AND KIDS SERVICE INC.
THE WOMEN'S COTTAGE

Applicant Information Package

Specialist Counsellor / Case Workers National Redress Support Project

2 Part Time Positions:
28hrs (4 days) per week
14-21hrs (2-3 days) per week



**NOTE: Women who are Aboriginal, Mature Aged, Lesbian, live with Disabilities
or from Culturally and Linguistically Diverse Backgrounds are encouraged to apply.**

Applications Closing Date:
5pm Monday 4th March 2019



About The Women's Cottage

The Hawkesbury Area Women's and Kids Service Collective (HAWKS); "The Women's Cottage" is a small feminist, not-for-profit, community-based support and resource centre, run by women, for women (and their children) who live, work or study in the Hawkesbury Local Government Area and its immediate surrounds. It provides support, information, resources and referral to women and children in the Hawkesbury area. The Women's Cottage has served the Hawkesbury for over 36 years.

Services include confidential crisis support and advocacy, case management, referral, court preparation and interest groups. Counselling is available to women who have experienced an abusive relationship, domestic violence, those who were sexually abused as a child and those dealing with difficult life issues.

The Women's Cottage is often the first line of contact for women and kids experiencing domestic violence. The Women's Cottage is funded under NSW Department of FACS under Community Builders and Early Intervention and Prevention Program (transitioning to Targeted Early Intervention Program TEI). Funding is also received from the Federal Department of Social Services to provide a regional National Redress Support Project which covers Parramatta to Lithgow.

The Women's Cottage operates on collective principles and is managed by a Management Collective. A Collective is a non-hierarchical structure which encourages all members to contribute a variety of skills to the task of management, which are shared and rotated. Decisions are made by consensus and with each Collective members' opinions being of equal value. Applicants encouraged to visit our website to learn more: www.womenscottage.org.au

Some of the great benefits provided to employees:

- Salary Sacrificing
 - Some above Award conditions
 - Opportunities for multi skilling and up-skilling
 - High level of diversity in role
 - Excellent working environment
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To apply for these positions please note the following:

- **Applications will only be considered where the Applicant has submitted all documents as mentioned in the Application checklist below. Your application and attachments can then be emailed to manager@womenscottage.org.au**
- If providing photocopies, make sure they are clear / easy to read. Photocopies of your qualifications need to be verified by a Justice of the Peace or related process.
- Resume should outline your previous work history in chronological order starting from your most recent position, together with a brief description of the duties associated. It should also outline your education and training.
- Provide two (2) referees and their contact details that can provide information on your experience that relates to these positions.
- Ensure your application is submitted prior to the closing date.

Application Checklist: *When submitting your application please ensure you have enclosed the following:*

- ☐ Response to Selection Criteria.
- ☐ Your resume (including details of when and how we can contact you).
- ☐ And a covering letter if you wish.
- ☐ Copy of your qualifications.
- ☐ Two (2) referees and their contact details.
- ☐ Working with Children check.
- ☐ NSW police check.
- ☐ The Women's Cottage Redress Support Service Declaration of Conflict of Interest

NOTE: Women who are Aboriginal, Mature Aged, Lesbians, with Disabilities or from Culturally and Linguistically Diverse Backgrounds are encouraged to apply.

If you have any questions or would like to talk a bit more about this job before applying, please call Maria Losurdo, Manager 02 4578 4190 or email manager@womenscottage.org.au

Thank you for your expression of interest regarding employment Specialist Counsellor / Case Workers positions with our National Redress Support Project



POSITIONS VACANT

Specialist Counsellor / Case Worker National Redress Support Project

Position Title: Specialist Counsellor / Caseworker National Redress Scheme
Support Project (female positions working with women)

Note: Being female is recognised as a genuine occupation qualification and is authorised under section 31(2h) of the Anti-Discrimination Act 1977.

Award / Pay Rate: Social, Community, Home Care and Disability Services Industry Award. SCHADS Award Level 7 Pay Point 1-3 (35-hour week). Currently \$50.51 per hour. Above award conditions and salary sacrifice available.

Employer: Hawkesbury Area Women's and Kids Services Inc. (HAWKS)
(The Women's Cottage)

Responsible To: HAWKS Management Collective

Hours of Work: **Position 1:** 28 hours per week over 4 days
Position 2: 14 – 21 hours per week over 2 - 3 days (Note: Position 2 starts at 14 hrs / increasing to 21hrs as client load builds)

Funded By: Federal Department of Social Services (currently funded to June 2021)

Internal Internal applications will be accepted from staff meeting

Applicants: the selection criteria

NOTE: Women who are Aboriginal, Mature Aged, Lesbians, with Disabilities or from Culturally and Linguistically Diverse Backgrounds are encouraged to apply.

Applications Closing Date: 5pm Monday 4th March 2019

Email applications addressing selection criteria to: manager@womenscottage.org.au

For further information please call Manager at: 02 4578 4190

www.womenscottage.org.au



Essential Criteria:

- Demonstrated knowledge of The National Redress Scheme.
- Minimum 4 years' demonstrated experience working with clients with complex needs and trauma related issues, including child sexual assault in the areas of:
 - Counselling
 - Casework
 - Group Facilitation
- Community engagement, sector networking and joint casework experience.
- Ability to describe how trauma informed care, strengths-based and client centred approaches are practically applied to client work.
- Willingness to provide out of office / outreach client contact (Parramatta-Lithgow).
- Completion of DSS required Conflict of Interest Declaration (see attached).
- Drivers Licence and comprehensively insured car.
- Willingness to work with a Feminist framework.
- Up to date Police Check and Working with Children Check

Desirable Criteria:

- Formal qualifications in counselling, social work and/or related fields.
 - Previous experience supporting clients with Redress applications and/or working with Victims of Crime and VS applications.
 - Previous experience / training facilitating 'Wrapped in Angels' and/or other groups supporting self-regulation / managing difficult emotions.
 - Previous experience working in a Feminist based service.
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Job Description:

Specialist Counsellor / Case Worker Redress Support Project

Position Summary:

- Provide information, support and trauma informed counselling, casework and group work for women considering application to the National Redress Scheme (regional project Lithgow to Parramatta).
- Provide counselling and therapeutic support to women before, during and after their application through individual and group processes.
- Provide casework, advocacy, information and referral for clients as needed.
- Provide outreach services in conjunction with other service providers and phone / Skype sessions to clients as needed.
- Provide community development support and information to other service providers, networks and Interagencies to increase awareness and up take of the National Redress Scheme.
- **Undertake accreditation to Victim Services NSW to provide counselling for women as part of their Redress application offer and eligibility for counselling support. (Note VS is opening special consideration eligibility for those who do not meet the current criteria for Redress Counsellors).**
- Take part in The Women's Cottage processes for staff meetings, supervision, planning and co-worker support.
- Understand and comply with The Women's Cottage policies and procedures for best practice service provision and the safety and respect of all women who come to and/or work in the service.

Direct Services Provision:

1. Provide a high-quality counselling and casework support services to women who have identified as adult survivors/victims of child sexual assault and who are seeking information, support advocacy or referral in relation to the National Redress Scheme.
 2. Take part in the develop, facilitate and/or co-ordinate group work processes supporting women who are eligible for and considering and/or making application to the National Redress Scheme. (Including but not limited to Wrapped in Angels and Managing Difficult Emotions).
 3. Apply therapeutic attention and practice approaches to all areas of client contact that are trauma informed, strengths-based and client centred.
 4. Provide counselling, casework and group work in varied settings: face to face, phone, Skype, from outreach posts and via home visits (dependent on completion safe home visiting assessment).
 5. Work within objectives of Family Support Program of Department of Social Services.
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Community Engagement and Networking:

1. Maintain contact with and provide information to relevant networks and Interagencies in relation to the project and the services provided.
2. Developing effective working partnerships with relevant stakeholders to increase the engagement and participation of women in the National Redress Scheme.
3. Provide effective and supported referral information in response to men enquiring about the scheme.
4. Develop partnership with other services and stakeholders to improve access to the project by women across the region Lithgow to Parramatta.

Administration

1. Develop and implement a project workplan in accordance with funding body requirements.
2. Maintain concise and respectful case notes that are written in consultation with and available to clients in support of the overall therapeutic process.
3. Maintain project evaluation processes and records
4. Enter reporting data on the DEX Portal on a regular basis.
5. Provide a quarterly report and annual report to HAWKS Inc. Management Collective.
6. Provide a final report at the completion of the project contract.

Organisational Participation

1. Actively and effectively participate as a member of The Women's Cottage staff team to achieve and maintain an effective and accountable organisation that reflects the philosophy of HAWKS Inc., The Women's Cottage.
 2. Participate in the development, implementation and review of appropriate and effective policies and procedures that relate to the provision of counselling services to a diverse range of clients.
 3. Adhere to and contribute to a safe workplace for all staff, management collective members, service users and visitors as per Workplace Health and Safety Policy.
 4. Participate in meetings and organisational development activities as negotiated e.g. Annual general meeting, staff development & management meetings
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HAWKESBURY AREA WOMEN AND KIDS SERVICE INC.
THE WOMEN'S COTTAGE

Supervision and Professional Development

1. HAWKS Inc., The Women's Cottage recognises the importance of professional supervision for all workers employed at the Cottage as part of a professional responsibility towards providing high quality, ethical services to clients who use the service. The following Internal and external supervision is provided:
 - internal supervision once a month with the Manager;
 - external supervision with a qualified supervisor to meet accreditation requirements.
2. The professional development of staff is encouraged by providing opportunities for training and other experiences that are likely to enhance staff knowledge, skills, and the development of the organisation.

I have read and understood the contents and in signing agree to be bound by the responsibilities outlined in the position description.

Signature of Employee: _____

Date: _____

Signature of Employer: _____

Date: _____



**National
Redress Scheme**

For people who have experienced
institutional child sexual abuse

Find out more at
www.nationalredress.gov.au
or call 1800 737 377



The Women's Cottage Redress Support Service Declaration of Conflict of Interest

It is a requirement of organisations funded to provide services related to the National Redress Scheme to ensure management or staff do not have formal conflicts of interests that may impact the fair and unbiased support or services provided to applicants.

I, _____ being involved in The Women's
Cottage as a

☐ Nominee for Management Collective or ☐ Applicant for employment

Declare that I have no formal representative or paid role conflict of interest with any Institutions signed up as a 'Responsible Institution' with The National Redress Scheme.

Signature

Date

Address

Phone

Note: If you have some form of formal affiliation with a relevant Institution but are unsure if this constitutes a conflict of interest, please provide additional information here. For more information please contact the Manager of The Women's Cottage at: manager@womenscottage.org.au Thank You.