

## **WWILD EMPLOYMENT PACKAGE – Royal Commission Trauma Counsellor**

Thank you for your interest in applying for a position with WWILD Sexual Violence Prevention Association Inc. WWILD is an Equal Opportunity Employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

### **THE POSITION DESCRIPTION**

The Position Description should be read carefully as it details:

- The requirements and duties of the position
- The criteria for selection of the most suitable applicant for the position
- Details about closing dates for applications, for interviews and commencement if successful

### **YOUR APPLICATION**

The application is to include the following:

- i. A Completed WWILD Standard Application Form.
- ii. A resume/curriculum vitae including the names, positions and telephone numbers of at least three referees who can comment on your competency in regard to the selection criteria. Referees will only be contacted after an interview.

**Response to the KEY SELECTION CRITERIA with no more than one page per question.**

Selection for the next stages of the selection process will be based on your response to the criteria *and* demonstrated previous experience in your resume.

Please focus on specific examples that provide evidence that you have the relevant knowledge, skill or ability. If you merely state that you meet the selection criteria without demonstrating your competencies it is unlikely that you will be short-listed.

### **SHORT-LISTING PROCESS**

Initial short-listing is based on your written response and your resume/previous experience.

Short-listing will occur within one week of the closing date and you will be contacted for an interview during this week if required.

If you have not been short-listed you will be advised of this in writing as soon as possible, usually within four weeks.

## **INTERVIEW PROCESS**

If you are short-listed you will be invited to attend an interview with a panel consisting of Management Committee representatives and external persons.

The interview panel will ask you questions that address the selection criteria and allow you to expand on your written submission. Each applicant will be asked the same questions and you will be provided with a copy of these questions fifteen minutes prior to your interview. A time limit will be set for the interview session.

You will be offered time to ask any other questions you may have at the conclusion of the interview.

## **REFERREE CHECKS**

It is the responsibility of your referee to provide honest feedback about your knowledge, skills and abilities relevant to the selection criteria for the position.

At least one referee should ideally have been a recent supervisor. If you are not currently in the workforce your referee should at least be in a position to comment on your abilities as they relate to the selection criteria.

## **SELECTION**

If you are selected for the position you will be first contacted by telephone. You will be offered the position and should you accept a formal written offer of employment will be forwarded to you including information detailing the terms and conditions of employment.

If you are not selected following interview, you will be advised of this in writing within two working weeks of the interview.

Post selection feedback for unsuccessful applicants is available on request.

## **ORGANISATION PROFILE**

WWILD – Sexual Violence Prevention Association Inc. works to achieve social justice and systemic change that upholds the rights of people with intellectual and learning disabilities to live free from violence.

WWILD – Sexual Violence Prevention Association supports, educates and empowers people with intellectual and learning disabilities to make positive changes in their lives. We place people before their disability and work alongside them to ensure their needs are addressed.

WWILD-SVP Association is committed to engaging proactively in activities that aim to empower people with intellectual and learning disabilities to be involved in the decision making processes that affect their lives.

Our guiding philosophy emphasizes the need to support people on an individual and group level as well as being involved in activities at a societal level. Our philosophy promotes individual's skills and resources them to be active participants in their own lives.

## ***Current Programs***

WWILD is a community organisation which currently provides a range of services through its programs.

- **Royal Commission Support Service**

We have been subcontracted by Micah Projects to provide counselling and support services to young people and adults with intellectual disability, their family and supporters who have been affected by the Disability Royal Commission. Clients may have experienced violence including domestic or sexual violence, or other violence or abuse, neglect, or exploitation, and who are interested in engaging with the Disability Royal Commission.

Service Provision includes:

- Trauma counselling and support
- Case Management support
- Assistance in making submissions and engaging with the Disability Royal Commission.

- ***Sexual Violence Prevention Service***

This service is located in Brisbane and is funded by the Department of Child Safety Youth and Women. The Target Group is people with intellectual and/or learning disabilities aged 12 years and over who have experienced or at risk of sexual violence.

Service Provision includes:

- Therapeutic and educative groups on interrelated topics
- Individual support and counselling
- Referral to appropriate criminal justice systems
- Advocacy regarding the rights of people with intellectual disabilities
- One-off events, e.g.: workshops and group activities
- Information, support and resources
- Resource Development
- Input into key government and non-government initiatives which affect primary target group.

- ***Victims of Crime Support Service***

This is a State-wide program funded by the Department of Justice and Attorney General which works with individuals, organisations and systems that have contact, or provide a service to people with intellectual, learning and cognitive disabilities who are victims or witnesses of crime. The target group is people with intellectual, learning and cognitive disabilities who have been victims or witnesses of crime. This service covers Brisbane, Beenleigh and Caboolture.

Service Provision includes:

- Support and information to people with intellectual, learning and cognitive disabilities who have been victims or witnesses of crime
- Support through the Criminal Justice System, if required
- State-wide training for organisations in metropolitan, rural and regional areas
- Provision of information, referral and advice either in person or by telephone to victims, their families, carers and service providers
- Community education and information
- Referral for appropriate counselling
- Presentation of papers at conferences, seminars and workshops

- Input into key government and non-government initiatives which affect primary target group
- Resource development.

## POSITION DESCRIPTION – Royal Commission Counsellor

**Title:** Royal Commission Counsellor

**Level:** SCHADS Award Level 5-6 including salary sacrifice benefits (to be negotiated dependent on experience).

**Hours:** Temporary Part-time 22.5 hours per week, until July 2022.

**Location:** Woolloowin QLD 4030, possible outreach to Beenleigh or Caboolture depending on demand.

### Purpose of Position

This position works closely with the Manager, other Counsellors, Victim of Crime Support Workers and Royal Commission Case Manager in providing support to people with intellectual disability who have been affected by the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disabilities. The role is providing individual medium-term trauma recovery counselling to clients with intellectual disabilities who have been victims of acute or historical violence, abuse, neglect or exploitation, and who are considering making a submission to the Royal Commission. The role may also involve some minimal case management as well as providing support to the families and carers of people with intellectual disabilities who have been victims of acute or historical violence.

### Reports to

Manager

### Hours and Location

This is a part time position and is located in Greater Brisbane. Travel may be required within Greater Brisbane depending on demand. Some room for negotiation around what days will be worked.

### Salary and Conditions

- Level 5-6 of the *Social, Community, Home Care and Disability Services Industry Award 2010-2011* (SCHADS) (22.5 hours), dependent on level of experience.
- The position is subject to a probationary period of three months and an annual performance review.
- The position is reliant on the availability of ongoing funding.

### RESPONSIBILITIES/DUTIES

- To respond in a professional manner to people with intellectual disability who have experienced recent or historical violence, abuse, neglect or exploitation using counselling and group work strategies.
- To respond to above named client base in an open and flexible way utilizing a variety of mediums to concretise their experiences, understand their options (e.g. safety, justice) and a range of concepts during counselling.

- To assist clients to make submissions to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disabilities.
- Share in the responsibility with other team members in the role of intake and assessment as required.
- Work with other staff to contribute to projects that utilise the knowledge gained through direct service delivery to further the organisation's objectives and address target group needs.
- To assist with client group work where necessary and if appropriate.
- Actively contribute to creating an inclusive environment for clients and provide relevant referrals, information and advice to people with a disability, their families, carers, support workers and other professionals.
- Actively commit and productively participate as a team member and in its operations to achieve the outcomes of the organisation, the provision of high quality and client focused service delivery.
- Undertake appropriate administrative tasks required by the organisation and prepare appropriate data and reports as directed to ensure accountability to funding bodies.

## **SELECTION CRITERIA**

1. Demonstrated high level of knowledge and experience in trauma-informed practice and supporting those who have experienced violence and trauma, utilizing a range of therapeutic interventions during individual counselling.
2. A high level of knowledge and understanding of the effects, causes and dynamics of sexual abuse within a social and community context.
3. A high level of knowledge and understanding of the dynamics, support needs and safe practice with those experiencing domestic violence.
4. Demonstrated knowledge of practice with people with intellectual disabilities, including communication strategies, and knowledge of the systemic nature of disadvantage, and how it impacts on people with disabilities.
5. Strong oral and inter-personal communication and negotiation skills and ability to build and sustain effective working relationships with colleagues, clients and relevant sector stakeholders.
6. An ability and willingness to contribute to the work of a team and work collaboratively with WWILD staff and external stakeholders.

### **Essential Requirements**

- Current driver's license.
- An ability to utilise a range of basic business software packages.
- Eligible for a 'suitability card' from the Commission for Children and Young People or exemption status. This position is subject to pre – employment history checks including a working with children suitability check.
- Relevant Tertiary (or other relevant) Qualifications in Counselling or Psychology, Social Work or Behavioural Sciences.

### **Preferred Requirements**

- Some knowledge and experience of the criminal justice system.

### **Referees:**

- Contact details are required of at least two referees who have supervised you or are knowledgeable about your work. Referees from recent employers are preferred.

**Applications Close 22/02/2020**

Please email your application to

The Manager

[wwildmanager@wwild.org.au](mailto:wwildmanager@wwild.org.au)

**Or deliver to:** 211 Hudson Street, Woolloowin QLD 4030

# WWILD STANDARD APPLICATION FOR EMPLOYMENT

Position applied:.....

Date:.....

Name:.....

Address:.....

.....

Post Code:.....

Telephone No.:

After Hours:.....

Work:.....

Mobile:.....

Email:.....

## Blue Card:

Do you hold a current Blue Card ?

YES

NO

If yes, please provide Registration No:..... &

Expiry Date:.....

## Driver's Licence:

Do you hold a current drivers licence? (circle one)

YES

NO

If yes, please provide Drivers Licence No:.....

If no, please explain situation:.....

## Start Date:

If the position is offered to you, when are you available to start work?

.....



**Authorisation and Understanding:**

I authorise WWILD –SVP Inc. to investigate my work history and verify all information given on this application. These enquiries may include information as to my character, general reputation and personal characteristics. I consent to the conduct of such enquiries and to the consideration of any statements or references provided by former employers in response to these enquiries. I authorise all individuals and employers whom I have named in my application, unless specifically limited by me in writing, to provide information requested about me, and I release them and WWILD from liability and damages in providing this information.

I understand and acknowledge that any misrepresentation, omission or incorrect statement of fact may result in rejection of my application or, if hired, immediate termination of employment.

I understand that all information provided to WWILD in relation to my application will be treated in the strictest confidence and will not be communicated to any third party without my consent.

**Name:**.....

**Signature:**.....

**Date:**.....