



POSITION DESCRIPTION
Family & Domestic Violence Counsellor

Title	Family and Domestic Violence (FDV) Counsellor
Program/Area	Counselling
Location/Region	Perth Metropolitan area
Accountable to	Clinical Lead, Therapeutic Services
Direct Reports	0
Level	Level 5 (Social, Home Care & Disability Services Industry Award 2010 – Social & Community Services Employee)
Vision, Mission & Values	<p>Our Vision – Empowerment for women and equal worth for all persons</p> <p>Our Mission – Build and empower families and communities to live free from gender-based violence with a focus on early intervention and prevention</p> <p>Our Values – Equality Ethical Empowered</p> <ul style="list-style-type: none"> • This means, together we work on the premise that everyone connected to our agency is of equal value and has an equal voice. Our vision is at the forefront of every decision we make and will guide our legacy into the future. We are empowered, accountable and strong and have empathy without judgement.
Program/Area Purpose	<p>An annual Business Plan (updated quarterly) guides the agency’s priorities, which are informed by the PGCNV Strategic Plan 2020 to 2023.</p> <p>PGCNV’s Programs and Client Services Division delivers a range of programs to women and children experiencing and/or at risk of, family and domestic violence including:</p> <ul style="list-style-type: none"> • Refuge crisis accommodation • Outreach services • Counselling and Advocacy • Wrap-around services support through collaborative partnerships e.g. sexual assault and AOD support <p>PGCNV is also moving into prevention and development work, such as Men’s Behaviour Change programs, which has been offered within its group counselling program.</p>
Role Purpose and Outcomes	<p>This position is responsible for the provision of effective, high quality, culturally sensitive individual counselling and group programs for adults, children, and adolescents who have experienced trauma through FDV.</p> <p>KEY RESULT AREAS</p> <p>Counselling and Case Management</p> <ul style="list-style-type: none"> • Provide counselling and information to clients providing treatment that is multi-dimensional involving parenting support, therapy, education, values and skills development; identify a client’s presenting issues and underlying areas of concern. • Provide 1:1 counselling and group programs to adults, children, and adolescents who have experienced trauma as a result of FDV including child centred therapies, protective behaviours, positive parenting, education, advocacy and support. • Provide counselling that empowers and enhances the functioning of clients in accordance with program guidelines. • Respond appropriately to clients in crisis situations in accordance with organisational rules, policies and procedures. • Facilitate the referral process of clients to suitable programs/agencies and assist in engagement of the client where necessary.



Group Work, Education and Training

- Create and facilitate established or new groups to provide information and education that promotes confidence and skills development to support clients' change and growth.
- Develop appropriate and relevant evidence-based group material in areas such as parenting, protective behaviours, relationships and trauma.
- Provide a safe and supportive group environment for clients to express and respond to their emotions and gain understanding of issues relating to FDV; encourage therapeutic interactions between clients that support positive change and personal development.
- Develop positive co-facilitation relationships with peers through the exchange of feedback, encouraging an open and safe team environment.

Representation and Networking

- Develop and maintain a working knowledge of FDV and other relevant agencies/services.
- Represent and advocate on behalf of clients where necessary.
- Actively liaise with relevant persons and agencies where appropriate; attend interagency networking groups as directed.

Teamwork and Organisational Development

- Provide peer support and share expertise with other team members and agency staff; support and assist in the training of new staff and work with students if required.
- Actively contribute to staff meetings, training sessions and ongoing professional development; participate in organisational planning and team building activities/workshops.
- Demonstrate and promote behaviours that are compatible with the values of PGCNV.
- Actively contribute to continuous quality improvement and innovation.
- Contribute to the development, implementation and evaluation of relevant service models and service delivery policies and procedures.
- Maintain appropriate levels of skills and knowledge of FDV through training, development activities and research.
- Actively demonstrate self-care in the workplace through an understanding of own personal strengths and weaknesses.

Administration and Supervision

- Prepare for and actively participate in regular supervision.
- Assist in supervising students on placement.
- Maintain client files, prepare concise and accurate notes and other relevant administrative duties.
- Contribute to reports as required by Management using the appropriate PGCNV systems.

Ensure a Safe and Healthy Work Environment

- Take all reasonable and practical steps to ensure the safety, health and welfare of all staff and clients.
- Ensure relevant legislation, standards, policies, and procedures are adhered to, to meet WHS compliances.
- Intervene wherever unsafe work practices are observed and ensure risks and hazards are reported promptly.
- Ensure hazard and incident reports are completed.
- Demonstrate and promote a positive workplace culture that is free of bullying, harassment and discrimination.

COMPETENCIES

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Qualifications

- Tertiary Qualifications in Social Work, Psychology, Counselling or related discipline.
- Member of a relevant professional body or eligibility to apply.

Demonstrated Knowledge and Experience

- Professional Counsellor working with adults, children, and adolescents who have experienced trauma as a result of FDV.
- Issues relating to adults, children, and adolescents who have experienced trauma as a result of FDV.
- Working in a Therapeutic environment including a variety of therapeutic delivery models relevant to individuals, groups and families.
- Group facilitation and presentation.
- Development of group programmes.
- Build and sustain professional working relationships.
- Interpersonal and communication skills; the ability to liaise and negotiate with a variety of people internal and external to the organisation; and the capacity to promote PGCNV in the community.
- Understanding of the values that underpin the organisation and its culture with capacity to lead and promote these.
- Analytical and conceptual skills with the ability to complete succinct yet comprehensive case notes and records.
- Understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational safety and health.

Other

- Knowledge of, and commitment to, contemporary models of service delivery such as Person-centred practice, Positive Behaviour Support, Collaborative Consultation and community participation.

Registrations and Licences

- National Police Clearance – no older than 3 months
- Current WA Driver’s license
- Current Working with Children Check
- Proof of right to work in Australia
- Current First Aid certificate
- Registration with relevant governing body e.g. ACA, PACFA

After appointment staff must report any criminal charges or court appearances.

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Note: This Position Description is indicative of the initial expectation of the role and subject to change in line with requirements of PGCNV's goals and priorities, activities or focus of the job. The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

Employee to Complete:

I confirm that:

- I have reviewed this Position Description and I understand all my duties and responsibilities.
- I can perform the essential functions as outlined.
- If I have any questions about job duties not specified on this description that I am asked to perform, I will discuss them with my Line Manager or an appropriate senior member of staff.
- I understand that performance evaluations and merit increases to my pay take into account my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my Line Manager.
- I have discussed any questions I may have had about this Position Description prior to signing this form.

Employee's Name (please print) _____

Employee's Signature _____

Date _____

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