

## POSITION DESCRIPTION

### Children, Youth and Families - Counsellor Advocate

**Time Fraction:** Full time (0.8 FTE would be considered)

**Reports to:** Children, Youth and Families Team Leader

**Term:** Ongoing – subject to funding

**Date:** November 2021

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### About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) is an incorporated not for profit community organisation that is governed by a Board. Funding is received from the Victorian Government. We employ over 25 staff with qualifications ranging in psychology, social work, family therapy and psychotherapy. Our primary site is located in Bendigo, but we provide outreach services in Kyabram, Kyneton, Maryborough and Echuca.

Our services include free and confidential specialist counselling to adults, young people and children who have experienced sexual assault and/or family violence either recently or in the past, and to their non-offending parents, partners, family and friends. We also offer a 24-hour crisis care response to victims of recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. CASACV provides a family focused, prevention and early intervention therapeutic service to children and young people under the age of 18 who have engaged in problematic or harmful sexualised behaviours (HSB) in the REFOCUS Program. We also provide specialised advocacy, secondary consultation, community education and professional training across the sector and within the community.

We are committed to the development of a positive and supportive work environment and strive to provide a family friendly workplace with flexible working arrangements. We provide clinical supervision, encourage continuous learning and focus on excellence in client outcomes and organisational objectives.

CASACV is also a partner in the Bendigo Multi-Disciplinary Centre (MDC). In the MDC we are co-located with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); staff from Department of Families, Fairness and Housing (DFFH), Child Protection; Victims Assistance Program and Bendigo Community Health. In this specialised model, partner organisations support adult and child victims from first disclosure of sexual assault to criminal prosecution.

We uphold a feminist philosophy and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice.

### CASACV Values

All our work is underpinned by the following values:

- Social Justice - equity, inclusion and human rights are embedded within our organisation.
- Integrity, Safety, Respect and Empowerment - are integrated into every aspect of service delivery and governance.
- Quality and Accountability – our work is evidence based, measured and accountable to our clients and the community.
- Feminist – we work within a feminist framework to challenge and reform structural gender inequities.

CASACV is an equal opportunity employer committed to diversity and social inclusion. We welcome applications from culturally and linguistically diverse backgrounds, including those from Aboriginal and/or Torres Strait Islanders, people with disability and people who identify as LGBTIQ+.

## Position Overview and Accountabilities

This position provides specialised counselling to children, young people and adults who have experienced sexual assault or family violence, and to their non-offending family or friends. The role also offers an opportunity to provide therapeutic services and intervention to children and young people who engage in problematic or harmful sexual behaviours in the Refocus Program.

The primary objectives of the role are to:

- Manage an agreed case load, the numbers of cases are dependent on the EFT worked
- Conduct assessments and develop therapeutic treatment and counselling plans with clear goals
- Therapeutic treatment can range from short to long term and will be reviewed at regular intervals
- Therapeutic planning and services delivery engages the system around the client including family/carers and the service system.

The position is supported by a team of highly skilled and qualified practitioners and receives regular clinical and administrative supervision and valuable peer and organisational support. The position is based in Bendigo Victoria and will also be required to provide outreach services across the Loddon Region.

This position has a primary focus of working with children, young people, and their caregivers.

### 1. Direct Service

- 1.1. Provide therapeutic services to children, young people and their families who have experienced sexual assault or family violence, and to their non-offending family members or carers. Therapeutic practice includes therapeutic assessment and trauma counselling, ongoing monitoring of risk and safety issues, and may involve family or carers and working with other care or support systems.

- 1.2. Provide advocacy and support for people, as agreed by them within the broader service system including but not limited to; police, judicial, medical, educational, child protection, community services and family systems
- 1.3. Provide expert advice and secondary consultation to other professionals and organisations in relation to sexual assault and family violence.
- 1.4. Maintain appropriate client records and statistical requirements and provide professional reports as required.
- 1.5. Where required, participate in an intake system to provide an initial response to referrals and enquiries received from professionals, MDC partners and the general public, managing crisis presentations, secondary consultations and intake appointments.
- 1.6. The provision of therapeutic services to children and young people who engage in problematic or harmful sexual behaviours, and their families, including comprehensive assessment to facilitate treatment and intervention. This includes assessing children or young people's psychological, social, cognitive and medical needs, family relationships, risk factors and risk management. The undertaking of this role is negotiated as determined by skill set, professional development and expertise of individual employees.
- 1.7. In accordance with the strategic plan, assist in the delivery of community education and professional training to raise awareness of sexual assault as appropriate.
- 1.8. Participate in the development and delivery of group programs to families, children, young people and adults.
- 1.9. Develop and maintain networks with relevant professional groups and community-based organisations.
- 1.10. Provide business hours crisis care support to people who have experienced a recent sexual assault.

## 2. Organisational Responsibilities

- 2.1. Attend regular supervision (administrative and clinical supervision) to develop own clinical practice, ensure quality client outcomes, manage potential impacts of the work on personal well-being, and ensure administrative requirements of the role are managed.
- 2.2. Awareness and observation of the policies and procedures of the organisation.
- 2.3. Comply with relevant social and legal policy, as required.
- 2.4. Participate in staff and team meetings, clinical and administrative supervision, training and professional development.
- 2.5. Participate in continuous quality improvement and development of best practice.
- 2.6. Contribute to research and presentations, including but not limited to conferences, training and journal articles regarding CASACV practice.
- 2.7. Plan your time effectively to manage competing demands ensuring you meet the requirements of the role.
- 2.8. Participate in other activities and meetings relevant to CASACV.

## Key Selection Criteria

Your application must address the following:

## Essential Qualifications and Experience

Degree or above qualification in social work, psychology or similar discipline.

## Essential Skills, Knowledge and Attributes

1. Significant knowledge in working therapeutically with the dynamics and effects of interpersonal trauma on children and adults, including family members and friends, including the impact of trauma on cognitive and emotional development.
2. Knowledge and understanding of system responses to sexual assault, including legal, medical and child protection responses.
3. Demonstrated skills, in therapeutic assessment, crisis intervention, risk assessment and safety planning. This position includes providing Harmful Sexual Behaviour Treatment, so experience or an interest in this area would be highly regarded.
4. 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.
5. Understanding of the issues relating to sexual assault and family violence within a gendered, feminist, structural, individual, family and systemic context. Demonstrated ability to effectively communicate with others.
6. A high degree of professionalism, reflected in the ability to provide targeted therapeutic services within required time-frames.
7. Excellent written and oral communication skills including timely and accurate written reports and able to clearly articulate and engage with a range of audiences – children, families and caregivers, other professionals and the court system.
8. Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.
9. Demonstrated ability to work autonomously, as part of a team and to value and contribute to a positive workplace culture.

## Other

Commitment to the vision, philosophy, aims and objectives of CASACV.

Computer skills and proficiency in Microsoft applications.

Current Victorian Driver's Licence

Vaccinated in line with current requirements for essential workers

## Occupational Health and Safety (OH&S)

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This is achieved by ensuring all staff are aware of and have access to OHS policies, procedures, training and reporting systems.

## Referees

Applicants must provide the name and current contact details of three professional referees including the most recent manager or current supervisor.

## Hours of Work

- The position is part time or full time, minimum 4 days per week (0.8 – 1.0FTE).
- Location of the position is in Bendigo and may include an outreach location
- Hours will usually be worked during business hours of 9.00 am 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

Industrial Instrument: *Loddon Campaspe CASA Enterprise Agreement 2015*, Classification: Health Professional and Support Services Award \$80,00 – \$91,000 gross based on qualifications and experience.

Generous salary packaging is available with Fringe Benefits Taxation of up to \$15,900 each year; other expenses may be packaged over this cap.

The position is full time but may be negotiated at a reduced time fraction. The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.

A current Working with Children Check and National Police Check is mandatory prior to commencement. If you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.

## Applications

Applications close: **9.00am Monday 1 November 2021**

Email: HR@casacv.org.au – **Subject:** Counsellor Advocate, Children Youth and Families Team

## Acceptance of Position Description requirements

To be signed upon appointment

Employee Name:

Signature:

Date:

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