

POSITION TITLE:	Counsellor (Sexual Assault)
FTE:	2.0 Available
CLASSIFICATION:	Band 3.1.2
DIVISION:	Family Health & Wellbeing
PROGRAM:	Counselling
LOCATION:	Narre Warren, Toomah, online, as well as work performed at the request of the organisation at any Windermere location
TENURE:	6-month contract starting January 2022
DATE:	November 2021

1. ABOUT WINDERMERE

Windermere is an independent community service organisation, working across south east Victoria to help those who need it most. Since our beginning more than 150 years ago, we have been working to create a stronger, more connected and supported community. Our support comes in many forms as we work together to find the right solutions for the many and varied complex issues faced by children, families and individuals in our community.

Our aim is to get in early by providing programs and services within five primary areas:

- Family Wellbeing to create positive behavioural changes, greater understanding and respond to violence and/or neglect
- Childhood Development, Education & Support including child care and services for children and adults with developmental delays and disability
- Assistance and support for victims of trauma, assault and/or violent crime
- Community Strengthening designed to respond quickly to critical and emerging needs.
- Homelessness services to support individuals and families to secure and maintain accommodation and to build capacity to reduce the cycle of homelessness

We believe that everyone is someone in our community and that is reflected in our approach with those we work with every day. Whilst we receive funding for some services from state and federal governments, others are funded solely by donors and sponsors to whom we are truly grateful.

2. OUR PURPOSE, VISION AND VALUES

Our Purpose:

We get in early to make a difference in the lives of individuals, families and communities

Our Vision:

A stronger, connected and supported community

Our Promise:

Our many services working together with you for a better life

3. KEY RESULT AREAS, RESPONSIBILITIES AND PERFORMANCE MEASURES

Key Result Areas	Responsibilities	Performance Measures
Effective Counselling & Assessment	<ul style="list-style-type: none"> To provide specialised counselling to clients presenting with a history of family violence and/or sexual assault, with specialisation in sexual assault when required and/or requested To provide short, medium and longer term engagement with consumers, as negotiated with Program Coordinator and Manager To provide written reports to a number of external agencies including Family Court, Department of Families, Fairness and Housing, VOCAT, DEECD as required To fully integrate MARAM into work with consumers both as allocated and on the Demand Register (wait-list) To adapt to and integrate a mixed-modality of the provision of counselling, including face-to-face, via phone, and telehealth (online) To facilitate (or co-facilitate as required) online or face-to-face groups, as requested and negotiated with the Program Coordinator To work alongside other Windermere departments and programs to offer a full suite of services for consumers 	<ul style="list-style-type: none"> Demonstrate a specialty (applicable qualification/s and/or experience) in the field of sexual assault and provide counselling within this specialty Schedule a case load of five direct client sessions or activities booked per working day Discuss consumers with Program Coordinator to ascertain the appropriate number of sessions Support the development and achievement of a treatment plan in order to achieve positive outcomes Provide professional reports as required Call consumers on the Demand Register to ensure those awaiting service receive active holding, with the use of MARAM as applicable Provide professional and trauma informed counselling sessions either face-to-face, via phone or via telehealth (video conferencing), with semi-regular supervised sessions Facilitate, or be a guest presenter, on at least one group program per term (as negotiated with Program Coordinator)
Effective Administration	<ul style="list-style-type: none"> To undertake administrative requirements which include file management, liaison with other workers and the maintenance of IRIS files and other databases as required To ensure accurate and timely data recording 	<ul style="list-style-type: none"> Maintain accurate case files, including assessment documentation, case notes and treatment plans, in a manner that will meet all auditing requirements of Windermere & funding bodies Maintain data, notes and hours on IRIS (and/or other databases/CRMs as required) in a timely manner Practice effective time management via computerised calendar and other tools as appropriate

Organisational expectations and directives in relation to policies and procedures and the organisation's purpose, vision and values	<p>Familiarise yourself with and adhere to Windermere's Policies and Procedures, including the Code of Conduct, Human Resources policies and guidelines and Occupational Health and Safety obligations</p> <p>Demonstrate dedication and commitment to work in accordance with Windermere's values and behaviours</p> <p>Attend prearranged dates scheduled for supervision and organisation wide training, including organisation forums and on line induction and be actively involved in the 6-week induction review, 3 and 6-month probationary reviews and a recurring annual performance review with the relevant supervisor</p> <p>Contribute to or participate in Continuous Quality Improvement (CQI) activities of the organisation, and will implement CQI strategies into their work practices</p> <p>Meet the challenges of change as it occurs within the service and organisation</p> <p>Attend or complete foundation and position specific training courses set by the organisation and attend or complete discretionary training as approved by the supervisor</p> <p>Actively assess, manage and where possible mitigate workplace risk including (OH+S), consumer related risk, reputation risk and personal risk.</p>	<p>Ensure policies, procedures and codes are complied with at all times</p> <p>Ensure all interactions are undertaken in accordance with the behaviours set, as outlined in the Code of Conduct</p> <p>100% attendance at performance reviews.</p> <p>Completion of induction and orientation within set timeframes.</p> <p>Positively embrace and adopt change as it occurs.</p> <p>Ensure arrangements are made so that 100% of courses are attended or completed.</p> <p>Report risk to the appropriate Windermere personnel and utilise current risk management tools and procedures available.</p> <p>Protect the rights, safety and wellbeing of children and provide a child safe environment</p>
--	--	--

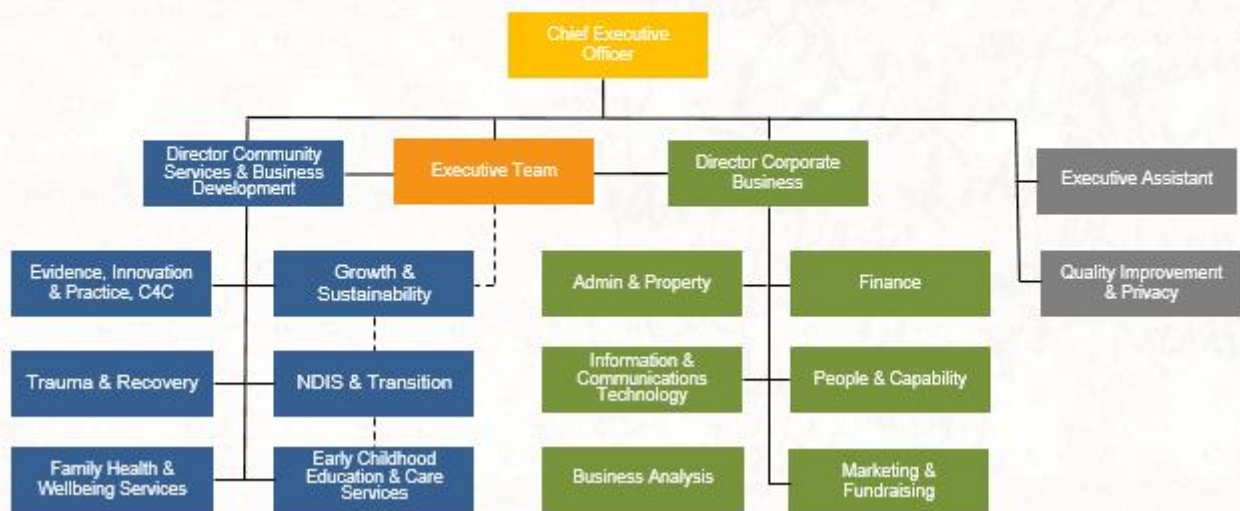
The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee's skill, qualification, experience and competence level to meet the organisation's operational needs.

The Position Description may be amended from time to time at the organisation's discretion. Where there is inconsistency between KPI's in this Position Description and those within the Organisation Objectives, the Organisation Objectives will stand.

4. ORGANISATIONAL RELATIONSHIPS

LINE MANAGER:	Program Coordinator - Counselling
SUPERVISES:	N/A
INTERNAL RELATIONSHIPS:	All Windermere Staff
EXTERNAL RELATIONSHIPS:	DFFH, All key stakeholders, other professional networks

Organisation Structure



5. KEY SELECTION CRITERIA

1. Tertiary Qualified Psychologist, Family Therapist, Social Worker or Counsellor with proven experience within the trauma, family violence and/or sexual assault field,
2. Experience in the delivery of services that aim to break the cycle of violence for adults, children and young people experiencing or recovering from family violence by enhancing coping skills and self-esteem and facilitating the development of non-violent life strategies,
3. Knowledge of and experience using multiple therapeutic frameworks relevant to working with adults, children and young people impacted by family violence,
4. Knowledge of and/ or experience using the Multi-Agency Risk Assessment and Management Framework (MARAM) or experience in undertaking risk assessment and risk management,
5. Highly developed best practice counselling skills (flexibility, innovative approaches, strengths based),
6. Demonstrated minimum two years' experience in counselling,
7. Excellent administrative, verbal and written skills,
8. Current Victorian Drivers' License and willingness to undertake relevant pre-employment screening and checks.

6. APPLICATION DETAILS

To maximise your opportunity for employment, it is recommended that you provide the following information:

- Covering application letter briefly addressing the Key Selection Criterion 1 through 5.
- Current Resume

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- The PD is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me. Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of Windermere's Training and Development policy.
- The PD will be reviewed regularly in consultation with me.
- The Key Performance Indicators (KPIs), where included in this document, are indicative. KPIs will be set by the immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Occupant:

Name: _____

Signature: _____ Date: _____