



POSITION DESCRIPTION

Position Title	Trauma Counsellor (Level 5)		
Reports To	Practice and Operations Manager		
Location of Work	Woolloowin, Beenleigh and Richlands, QLD. Reasonable travel will be required to outreach and other locations, as required.	Role Status (FT/PT/Casual)	Part Time
Award Coverage	SCHADS Award	Award Classification	Level 5
Date Last Updated	September 2025	Approved By	Director

Mission

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.

Vision

Our vision is of a society that values people with disabilities and acknowledges their abilities.

Values

Integrity – working openly, honestly and ethically.

Collaboration – Developing creative and effective working relationships and partnerships in order to achieve the best outcomes.

Client focus – Providing the best practice to effectively meet client needs.

Knowledge – A commitment to building, developing and applying practice wisdom.

Role Purpose

The Trauma Counsellor provides specialised and at times, complex, therapeutic support to individuals with intellectual disabilities onsite at the Woolloowin centre and various outreach locations, focusing on establishing safety, processing experiences, and recovering from trauma associated with violence. This role may include providing individual therapeutic counselling, facilitating group sessions, and limited case management for clients who are at risk of or have experienced acute or historical sexual violence or other crimes.

Working collaboratively with the Practice and Operations Manager and other Trauma Counsellors and Case Managers, the Trauma Counsellor role also contributes to the development of community education and training programs aimed at enhancing the capacity of service providers, families, and carers to effectively support individuals with intellectual disabilities facing these challenges.



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Key Areas of Accountability

Counselling and Client Support - Provide empathetic and professional counselling to individuals with intellectual disabilities who are at risk of or have experienced sexual violence or other crimes. Use tailored trauma-informed and creative methods, such as storytelling or visual aids, to help clients process their experiences, explore safety and justice options, and foster safety into the future.

Community Engagement, Education and Capacity Building – Contribute to the development and delivery of education programs to clients, families, carers, and professionals to build awareness and capacity to support individuals with disabilities. Advocate for clients' rights and foster inclusive environments that address their holistic needs.

Professional Accountability and Administration - Perform administrative tasks, including accurate record-keeping of client records, data preparation, and reporting to ensure compliance with funding and organisational requirements. Participate in professional development and maintain up-to-date knowledge of best practices and sector trends to enhance service delivery.

Role Responsibilities

All Team Members

- Uphold the human rights of all service users in compliance with the *Human Rights Act 2019*.
- Foster a safe and inclusive environment for staff and service users by embedding trauma-informed principles that advocate for the needs of people with intellectual and learning disabilities who have experienced violence and trauma across all organisational practices.
- Work within a feminist framework for practice, including applying principles of community development and cultural safety to promote equity, inclusion, empowerment, and social justice.
- Demonstrate personal leadership, act in accordance with WWILD values and contribute to developing a positive, supportive and collaborative culture.
- Align personal performance to the Strategic and Operational Plans, relevant funding agreements, this position description and as directed by your line supervisor or the management team.
- Ensure compliance with all legislation, regulations, contracts and quality assurance standards applicable to the organisation and its operations within the Human Services Quality Framework.
- Promote cultural safety by reflecting on their own practices, fostering trust and respect, and contributing to the ongoing improvement of and implementation of culturally safe policies and services in their role at WWILD.
- Promote and prioritise the safety and wellbeing of children and young people, by reading and adhering to WWILD policies, their legislative responsibilities, and the National Child Safe Principles.
- Some travel may be required in Queensland and nationally.

Core role responsibilities

- Provide high-quality and client-focused therapeutic counselling, group work, and community education to individuals with intellectual disabilities at risk of or who have experienced acute or historical sexual violence or other crimes.
- Take responsibility for leading more complex client cases, and work with Trauma Counsellors Team Leader on these cases as required.



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- Use diverse and creative trauma-informed methods to help clients understand their experiences, explore safety and justice options and develop coping strategies.
- Offer client support through worker mentoring and professional development when direct counselling at WWILD is not feasible due to location or distance.
- In conjunction with other counselling/project/case management staff, contribute to and participate in the development and delivery of community education programs or group work for clients, families, carers and professionals as required or as needed.
- Actively contribute to, and participate in, the development and delivery of training to service professionals (government and non-government) to improve their understanding and responses to sexual violence or other crimes.
- Actively contribute to, and collaborate with colleagues on, research and development project work to utilise the knowledge gained through direct service delivery in a way that will address client needs and support organisational objectives.
- Create an inclusive environment for clients and provide referrals and information to clients, families, carers, and professionals.
- Engage with networks and interest groups to stay informed on current trends and issues affecting the target group. Maintain up-to-date industry knowledge, relevant legislation, key trends, funding changes or updates.
- Complete administrative tasks, including data collection and reporting, to maintain accountability to funding bodies and support organisational operations.
- Any other reasonable duties, projects or responsibilities as directed.

Key Stakeholders or Relationships

- Internal team members
- Clients, carers, families, external service providers, advocacy groups, general community networks.

Skills and Experience

Education, Licences and Qualifications

- Tertiary (or other relevant) Qualifications in Social Work, behavioural sciences, counselling or Psychology or other relevant qualifications essential
- Current driver's license essential
- Must be eligible for a 'suitability card' from the Commission for Children and Young People. This position is subject to pre-employment history checks including a working with children suitability check (Blue Card).

Professional Experience

- Knowledge and experience of the criminal justice system and its implications for our clients and other stakeholders.
- Experience in a trauma-informed counselling, particularly with survivors of sexual violence or other crimes, abuse and exploitation or similar.
- Some experience in mentoring, supporting and guiding new or less experienced counsellors.
- Demonstrated experience in the development, co-ordination and facilitation of community education workshops.



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- Experience or understanding of working alongside lived experience and peer workers, particularly with survivors of sexual violence or other crimes, abuse and exploitation or similar.
- Strong experience developing trauma-informed resources for diverse audiences.
- Proven ability to work collaboratively within a multidisciplinary team and with external stakeholders to achieve shared goals.

Skills and Knowledge

- In-depth understanding of the *Human Rights Act 2019* and the ability to advocate for the rights and well-being of individuals with disabilities.
- Knowledge of the issues facing people with disabilities, including systemic barriers faced by people with disabilities and the ability to develop strategies to address these challenges effectively.
- Advanced skills in active listening, empathy and adaptive communication methods to meet diverse client needs effectively.
- Strong interpersonal communication and negotiation skills.
- Advanced presentation skills.
- An ability to build and sustain effective working relationships with colleagues and clients.

Agreement

I hereby acknowledge receipt of the above Position Description and fully understand and agree with the duties and responsibilities of the role.

Name	
Signature	
Date	