



Western Region Centre Against Sexual Assault Inc (WestCASA)

ABN 29 351 352 921

236 Hoppers Lane, Werribee, VIC 3030

Tel 03 9216 0411 (admin)

Tel 03 9216 0444 (counselling)

Email info@westcasa.org.au Web www.westcasa.org.au

Counsellor Advocate (FTE negotiable) Position Description

About Us

WestCASA is a community based not-for-profit sexual assault, family violence and trauma counselling service operating in the western metropolitan region of Melbourne for the past 30 years. WestCASA provides counselling, crisis response, advocacy, education and training and is located in the Werribee Multi-Disciplinary Centre with outreach to Footscray, Melton, and the Dame Phyllis Frost Centre (DPFC, a women's prison) at Deer Park.

Vision:

A world where everyone lives free from the fear of sexual violence

Mission:

To promote the recovery of all people who have experienced sexual violence and to strive for a world free of sexual violence

Values

We are compassionate

We offer a safe and inclusive environment

We empower

We work collaboratively and partner to positively impact the community

The Role

Position Specifications			
Counsellor Advocate			
Location	MDC Werribee	FTE	To be negotiated
Classification	Permanent	Remuneration	Counsellor Advocate Level 2 (EBA)
Reports to	Team Leader	Direct Reports	Nil

This position will provide counselling to people who experience sexual assault, family violence and other trauma.

The successful applicant will join a team consisting of Counsellor/Advocates, an after-hours on-call crisis care team, office administrators, Team Leaders, Co-ordinators, the Clinical Services Manager, and the Chief Executive Officer. WestCASA is governed by a community-based Board of Governance.

The CEO has responsibility for the management and co-ordination of the work of the service, and oversees, with Board direction, its overall operations. All clinical staff are accountable to the CEO either directly or indirectly through the Clinical Services Manager, Co-ordinators, and Team Leaders.

WestCASA receives funding from the Victorian State Government to deliver sexual assault and family violence support services and community education programs.

WestCASA aims to provide a service that facilitates the recovery and healing for women, men and young people over the age of 12 years who have experienced sexual assault, family violence and other trauma using an empowering, respectful and culturally sensitive therapeutic approach.

Key Responsibilities

The duties of this role are to be understood within the context of collaborative decision making and participatory governance with respect to the work conducted at WestCASA and the processes that support this. Additionally, WestCASA values and practices respectful communication between staff members and with clients.

1. Counselling, Advocacy, and Intake Services

- Provide effective, evidence-based, and culturally sensitive short to medium-term trauma counselling to women, men, folk and young people (aged 12 years and over) who have experienced sexual violence or other compounding trauma, including family violence.
- Provide brief trauma-informed therapeutic interventions to clients awaiting a counsellor and to non-offending partners, family, and friends as needed.
- Participate and collaborate in the development and delivery of group work programs.
- Engage in intake services to assess and enable access to services, providing information on supports, options, and waiting lists.
- Support adults who have experienced a recent sexual assault at the Crisis Care Unit in the Emergency Department of Sunshine Hospital and/or at the MDC during business hours, with occasional after-hours support as needed.
- Offer informed referrals, secondary consultation, and collaboration with other services, the legal system, and police.
- Advocate on behalf of clients with police, the judicial system, and medical professionals where appropriate.
- Record counselling case notes and client statistics 24-48 hours after the session is concluded, adhering to confidentiality and professional standards.
- Contribute to the analysis of statistical data and client feedback to inform practice and identify trends impacting service delivery.
- Provide professional reports as required.
- Offer trauma-informed, evidence-based intake services to individuals of all genders (aged 12 and over) who have experienced sexual violence or related family violence.
- Provide secondary consultations to professionals seeking guidance on working with individuals impacted by sexual violence.
- Advocate with or on behalf of clients as necessary.
- Complete risk assessments, including MARAM and Suicide, develop safety plans, and refer to appropriate services.
- Support victim survivors and their families attending the MDC for SOCIT, FVU, and/or remote witness services.
- Provide support and coverage for the administration team as required.

2. Community Development, Education, and Training

Education and Training

- Provide education and training to the community, other professionals, and groups.

Networking and Collaboration

- Develop and maintain networks and links with relevant professional groups and community-based organizations.
- Participate in community development and education projects with others.

Knowledge Development

- Contribute to sector knowledge development through research, articles for journals, presentations at conferences and workshops.
- Develop and update evidence-based information resources for counselling clients and training purposes on issues relating to sexual assault.

Community Awareness

- Participate in the development and implementation of strategies to raise community awareness of sexual assault.
- Respond to relevant social and legal policy.

3. Crisis Care

Emergency Response

- Respond to calls from the SOCIT, Sunshine Emergency Department, and other stakeholders requiring support for victims/survivors of recent sexual violence.
- Attend the Crisis Care Unit (CCU) at the Western Hospital, Sunshine, and Wyndham MDC.

Crisis Support

- Provide crisis care, support, and advocacy for the victim/survivor, their family, and/or significant other.
- Provide information regarding options on reporting a sexual assault to the police, undertaking a forensic examination, and/or other relevant issues.

Risk Assessment and Follow-Up

- Assess risks and safety by completing relevant risk assessments.
- Discuss options for follow-up counselling and support through WestCASA or appropriate CASA.

Record-Keeping and Liaison

- Record all casework information and statistics.
- Liaise and debrief with SACL as required.

4. Organisational Responsibilities

- Provide input into the development of Board of Governance reports as required
- Attend regular external clinical supervision sessions to enhance clinical practice, manage the impact of work on personal well-being, and ensure effective management of administrative responsibilities.
- Engage in regular internal staff meetings, work reviews, group supervision, training, and professional development activities.
- Contribute to WestCASA activities and meetings as directed.
- Comply with the organisation's policies and procedures.
- Ensure compliance with the Occupational Health and Safety policy, procedures, and legislation in all work activities.
- Collaborate in the development and implementation of policies, initiatives, and practices to contribute to continuous quality improvement of service delivery.

- Support WestCASA's organisational activities, including strategic planning, service planning and evaluation, drafting position papers, and representing the organisation at public events. This may involve attending events and/or meetings outside regular working hours.

5. General responsibilities

- Communicate and collaborate effectively with other team members, including shared projects, regular meetings and day to day activities.
- Assist and support your colleagues, sharing collective responsibility to manage peak workload or high demand periods.
- Maintain and apply up-to-date knowledge of evidence-based, best practice and legislation that impact on the delivery of WestCASA services.
- Collaborate with the clinical leadership team to identify and participate in skills development appropriate to your role and work plan.
- Plan and manage your time effectively to prioritise competing demands.
- Practice self care and ensure you maintain an effective work/life balance.

Key Selection Criteria

Essential

1. Commitment to and understanding of the vision, mission and values of WestCASA.
2. Capability to practice in ways that support cultural sensitivity in service delivery.
3. An advanced understanding of the gendered and structural nature of sexual violence.
4. At least four years' experience and skills in delivering trauma focussed counselling to clients.
5. Relevant formal qualifications such as social work or psychology which is eligible for registration with an accreditation body such as AASW or APS.
6. Clinical skills and experience in: -
 - i. counselling and crisis intervention with individuals and families
 - ii. clinical engagement with adolescents, men & women
 - iii. working with complex PTSD and other challenging presentation
 - iv. development and facilitation of groups;
 - v. provision of community education and training
7. Demonstrated ability to liaise and negotiate with other relevant professionals.
8. Demonstrated ability to effectively communicate with others.
9. Demonstrated ability to manage complex and demanding work both for yourself and in others.
10. Demonstrated ability to maintain accurate and confidential records and prepare professional reports.
11. The capacity to work independently as well as part of a team.
12. Current Victorian driver's licence.
13. Current Working with Children Check.
14. National Police Check (please note that 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.) Police checks are conducted annually for staff at WestCASA.