



Counsellor Advocate - SASS & REFOCUS Position Description

Classification: Health and Professional Services Award

Position Fraction: Full time - On going

Location: Inner Gippsland

Team: REFOCUS & SASS Teams

APPLICATION INFORMATION

- Application must include statements addressing each of the selection criteria listed. This is most important, as consideration for interview will be based on whether the essential requirements of the position are addressed within your application.
- Applications should include a current resume with 3 referees names and contact details.
- GCASA recognises, welcomes, and respects people of Aboriginal and Torres Strait Islander and diverse cultures, gender, sex, and sexuality.

All applications are to be submitted through SEEK or emailed and marked 'Confidential application for Refocus Counsellor/Advocate Inner Gippsland and emailed to:

Email: hr@gippscasa.org

CLOSING DATE:

If you have any further queries regarding this position, please contact:
Clinical management (Megan Hardwick or Cara Hammond) on 5134 3922.

1. The Agency

Gippsland Centre against Sexual Assault (GCASA) is funded by the Department of Fairness and Housing Victoria. It is managed by an incorporated community-based Board of Governance and is funded to provide comprehensive sexual assault and prevention services across the Gippsland region which extends from Bunyip River to the NSW border at Mallacoota, and from the Great Divide to the sea, including Phillip Island. GCASA has offices located in Morwell, Warragul, Wonthaggi, Sale and Bairnsdale. Outreach sessions are offered by negotiation.

GCASA operates within a framework that actively supports the protection of the rights, integrity, autonomy and dignity of women, men and children who have experienced recent and/or non-recent sexual assault. GCASA works within a trauma informed care approach and all staff are supported to work within this framework.

GCASA also provides support to their families, carers and other support networks that may include information, resources, counselling, and group work. GCASA provides consultancy and professional training for other workers to increase professional knowledge about the incidence, causes and effects of sexual assault, and to develop skills in responding sensitively to people's needs. GCASA provides assessment and treatment for children demonstrating problematic sexual behaviour and to young people demonstrating harmful sexual behaviour.

GCASA works within the community to reduce the incidence of sexual assault, to increase awareness and to build the capacity of community members to appropriately respond. Community development activities that promote social inclusion within and across marginalised groups are an integral part of the organisation's mandate.

GCASA is co-located in a Multidisciplinary Centre (MDC) with its partners, the Department of Family, Fairness and Housing: Child Protection and Victoria Police Sexual Offence & Child Abuse Investigation Team (SOCIT). MDCs are funded by the Victorian Government, with MDCs also in Mildura, Seaford, Frankston, Ballarat, Geelong, Wyndham, Dandenong, and Bendigo.

SOCIT investigate reports of sexual assault against adults, young people, and children. SOCIT and the Child Protection work together to protect the community from harm, ensure child safety, and refer people to appropriate support services.

2. The Role of the CEO

The CEO has responsibility for co-ordination of the work of the Agency, and oversees, with Board direction, the overall operations. All Agency staff members are accountable to the CEO.

3. Your Agency Relationships

Report relationship

This position is accountable through a Clinical Supervisor, the Therapeutic Services Manager for Prevention and Early Intervention, the Director Therapeutic Services / CEO to the Board of Governance, for conduct of all client related work, through supervision, periodic reviews, Agency meetings and other activities.

Relationships with other staff

Develop and maintain co-operative working relationships with all staff of GCASA. Share resources and knowledge seek assistance when needed and be open to different perspectives.

Organisational Culture

Every employee authentically demonstrates GCASA values of Respect, Dignity, Integrity and Empowerment in their daily behaviours and interactions within their workplace and in the community. GCASA is an organisation committed to the continual learning and development of our employees. Our best practice models are dynamic; evolving and informed in line with developments in practice and research, and our organisational values. The CEO and the Clinical leadership team support employees in their personal and professional development. All GCASA staff take responsibility for their actions within the workplace.

Internal and external Stakeholders

GCASA is co-located across a range of locations. Our external relationships extend to our partners, who include the Department of Family, Fairness and Housing: Child Protection and Victoria Police Sexual Offence & Child Abuse Investigation Team (SOCIT). This role will also liaise with family violence services, mental health, schools, and other community and allied health services. It is the expectation that all GCASA staff members actively established and develop relationships with our key stakeholders to improve outcomes for our clients. This role will be located at Morwell MDC with outreach across Gippsland locations, as required.

Position Overview

The Counsellor Advocate will provide evidence-based, trauma-informed therapeutic support to children, young people, adults, and their families across both the REFOCUS and Sexual Assault Support Services (SASS) programs. The role includes assessment, counselling, intervention planning, care coordination, advocacy, and crisis responses for clients impacted by sexual assault, as well as children and young people presenting with problematic or harmful sexualised behaviours. The position works collaboratively with internal teams, external stakeholders, and families to ensure safe, coordinated, and client-centred support.

Duties

Clinical Assessment, Safety & Risk Management

- Conduct initial and ongoing risk and safety assessments and risk management in accordance with the MARAM framework.
- Complete clinical assessments, case formulations, recommendations, intervention planning, case reviews, and closure processes.

Therapeutic Intervention & Counselling

- Deliver evidence-based, trauma-informed clinical interventions and counselling to children, young people, adults, and families affected by sexual assault or exhibiting harmful sexualised behaviours.
- Provide both individual and group counselling for recent or non-recent sexual assault survivors.
- Engage children and young people in services through outreach and flexible engagement strategies.

Crisis Response & Secondary Consultation

- Provide Crisis Care Response for clients referred by SOCIT or via self-referral during operational hours.
- Provide secondary consultation to referrers and partner agencies, offering specialist guidance regarding sexual assault, trauma responses, and intervention planning.

Care Coordination, Advocacy & Stakeholder Engagement

- Provide care coordination and advocacy to strengthen clients' community connections, support understanding of rights, and promote empowerment.
- Attend and actively contribute to internal and external care team meetings to support coordinated service delivery and planning.
- Maintain effective working relationships with stakeholders and advocate for clients within the service system.

Documentation, Reporting & Administration

- Maintain confidential, accurate, and up-to-date client records and statistical data in line with GCASA policy, legal, ethical, and organisational requirements.
- Provide progress reports to parents/carers, legal professionals, and other stakeholders where appropriate and with consent.
- Demonstrate strong administrative, time management, record-keeping, and IT skills.

Professional Practice, Supervision & Development

- Participate in regular internal clinical supervision, line management supervision, peer support, and ongoing professional development.
- Seek consultation with specialist services where required.
- Contribute to GCASA's quality improvement initiatives, including service reviews, evaluations, projects, and relevant meetings.

Community Education & Outreach

- Participate in GCASA community development and community education initiatives as requested.
- Work from office-based and outreach locations, including outreach to client homes or community settings as required.

Other Responsibilities

- Perform additional duties as requested by the CEO or their delegate.

4. Key Selection Criteria

Please note: all applications require a written response to the key selection criteria in order to be considered. You will need to show understanding of each requirement and how you align to each requirement with your experience and qualifications.

1. Qualifications

Degree or tertiary qualification (or equivalent certification) in social work, counselling, social welfare, psychology, family therapy, creative arts therapies, or community mental health nursing, from a nationally accredited provider.

2. Experience Working with Children, Young People & Families

Minimum 2 years recent experience in trauma counselling or therapeutic work with children, young people, and their families, including experience in short- to medium-term intervention.

3. Understanding of Harmful Sexual Behaviour & Developmental Theory

Comprehensive understanding of child developmental theory and experience working with children or young people displaying problematic or harmful sexualised behaviours.

4. Knowledge of Sexual Assault & Gendered Dynamics

Knowledge of the prevalence, impacts, and gendered dynamics of sexual assault across diverse populations.

5. Trauma-Informed & Theoretical Frameworks

Demonstrated understanding and application of trauma-informed practice, behavioural support, feminist empowerment principles, social inclusion theory, and therapeutic frameworks relevant to sexual assault and harmful sexual behaviour.

6. Record Keeping & Administrative Skills

Well-developed skills in case noting, record keeping, administrative organisation, multi-tasking, and competence in a broad range of computer and IT systems.

7. Confidentiality & Legislative Knowledge

Understanding of legislative and organisational requirements for the collection, storage, and protection of personal information and client confidentiality.

8. Communication, Emotional Intelligence & Stakeholder Engagement

High-level interpersonal communication, emotional intelligence, and the ability to engage effectively with clients and maintain professional stakeholder relationships.

9. Travel Requirements

Willingness to travel across service areas and to Melbourne for professional development where needed; must hold a current Victorian driver's licence.

4. Other - Mandatory - Pre-Employment Checks & Disclosures

The successful applicant will be appointed for a six-month probationary period during which time, regular clinical and line management supervision is provided. At the conclusion of this period a performance review will be held with the Clinical Manager

and Senior Clinician (Supervisor); after which, a decision will be made to offer ongoing employment or to cease employment with the Agency.

Gippsland Centre against Sexual Assault is committed to ensuring that all staff have the required skills and qualifications to conduct the work which they are employed to undertake.

GCASA will ensure that staff are appropriately credentialed and have a defined scope of practice. Staff must provide the following original documentation, or a certified copy, prior to appointment. All staff are required to maintain their registration and credentialing requirements for the period of their employment.

The successful applicant will:

- Be willing if required to travel across the region and to Melbourne as negotiated for training and development
- Hold a current Victorian driver's licence
- Hold a current Working with Children's check
- Provide a current National Crim Check
- Undertake a DFFH Statutory Declaration relating any CP intervention, IVO and court pending.
- Will work Wednesdays to participate in agency meetings