



Intake/Counsellor Advocate - Casual Position Description

Classification:	Health and Professional Services Award
Position Fraction:	0.6 EFT (45.60Hrs per FN) - CASUAL
Location:	Based in Morwell at the Multidisciplinary Centre

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 is culturally inclusive and welcomes applications from diverse cultures including Aboriginal and Torres Strait Islander people.

All applications are to be emailed and marked 'Confidential application for the role of Intake Counsellor Advocate and emailed to:

Jane Barr
CEO
Email : hr@gippscasa.org

CLOSING DATE:

If you have any further queries regarding this position, please contact:

Renee Rainbow - Senior Clinician - Intake, on 5134 3922

1. The Agency

Gippsland Centre Against Sexual Assault (GCASA) core funding comes through Family Safety Victoria - Department of Families, Fairness and Housing (DFFH) Victoria. GCASA is managed by an incorporated community-based Board of Governance and is funded to provide comprehensive sexual assault and prevention services across the Inner and Outer Gippsland region, which extends from Bunyip River to the NSW border at Mallacoota, and from the Great Divide to the sea, including Phillip Island. The primary offices are in Morwell, Bairnsdale, Warragul, and Wonthaggi. Outreach sessions are offered in Orbost, Sale and in other locations as negotiated such as The Orange Door(s).

The Agency 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.

The Agency provides support to their families, carers and other support networks that may include information, resources, counselling, and group work. The Agency 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. The Agency provides assessment and treatment for children demonstrating problematic sexual behaviour and to young people demonstrating harmful sexual behaviour.

The Agency 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, Victoria Police Sexual Offence & Child Abuse Investigation Team (SOCIT) and a smaller Department of Health and Human Services - Child Protection (CP) team. MDCs are funded by the Victorian Government, with existing MDCs already in Mildura, Frankston, Seaford, Ballarat, Wyndym, Geelong, Dandenong, and Bendigo and soon to be in Shepparton.

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

2. Your Agency Relationships

Report relationship

- This position is accountable through the CEO, Director Therapeutic Services, Therapeutic Manager (SASS) and Senior Clinician (Intake) to the Board of Governance, for conduct of all 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 the Agency. Share resources and knowledge, seek assistance when needed, and be open to different perspectives.

Organisational Culture

- Every employee authentically demonstrates GCASA values in their daily behaviours. 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 GCASA Board of Governance and the management team support employees in their personal and professional development.
- It is expected that employees conduct themselves in line with community expectations, working within their scope of practice and demonstrating efficient work practice. All GCASA staff take responsibility for their actions within the workplace.

Internal and external Stakeholders

- GCASA is co located in a Multidisciplinary Centre (MDC) with its partners, Victoria Police Sexual Offence & Child Abuse Investigation Team (SOCIT) and Department of Families Fairness and Housing - Child Protection (CP) team. GCASA Intake Counsellor Advocates will also liaise with The Orange Door, community health, child & family services, schools, Department of Education, mental health, Tertiary Education Providers, and other allied health services.

3. Position Role

Intake Counsellor Advocate role:

The Intake Counsellor Advocate role has specific responsibilities coordinating the interface with clients, referrers and the community working within an Intake Team. The Intake Counsellor Advocate will be supervised by the Senior Clinician – Intake.

The specific responsibilities are:

- Working within an Intake team to consider client eligibility, assessment of risk and prioritisation pertaining to referrals and short/ medium term therapeutic interventions to support the safety, stabilisation, and wellbeing of GCASA's clients entering our service.
- Responding to client (self-referral), community referrals and stakeholder referrals including SOCIT, Child Protection, The Orange Door, and allied services, including GP's, schools, and families.
- Responding to Crisis Care referrals by providing psychological support, and assessment of needs within the crisis care timelines.
- Conducting initial risk assessment and ongoing risk management in accordance with MARAM framework.
- Conducting initial assessments, case formulations, intervention planning and review.
- Undertaking brief, time limited interventions as appropriate, with clients, in the context of the Intake phase of service.
- Undertaking short term care coordination with a focus on safety and stability
- Providing secondary consultation to referring parties such as Child Protection.
- Advocating on behalf of clients as appropriate
- Maintain accurate and confidential client files, accurate and up to date statistical records and other records as required that meet legal, ethical, and organisational requirements.

- Participate in Clinical Client Supervision and line Management supervision in accordance with GCASA's Supervision Policy.
- Participate in planning for the Agency's work by participating in team meetings, service reviews and service evaluations and ongoing professional development.
- Maintain up to date knowledge, understanding, and sustain the development of professional skills in issues relating to sexual assault and counselling practice including, but not limited to, trauma, attachment, neurobiology, feminist theory, and practical application of the principles of social inclusion.

4. Key Selection Criteria

1. Degree level qualification or equivalent certification from a nationally accredited provider in the area of social welfare, counselling, social work, family therapy, psychology, creative arts therapies, or community mental health nursing.
2. A minimum of 2 years recent counselling experience working with children, young people, and adults within a therapeutic setting, providing short to medium term trauma informed intervention. A Graduate program is offered to early career counsellors.
3. Knowledge related to the incidence and impact of sexual assault, as well as an understanding of the dynamics that support the occurrence of sexual assault, including feminist empowerment philosophy and social inclusion theory.
4. Well-developed organisational skills including time management and ability to multi-task, broad computer/IT skills, high level communication skills using data systems that support client management and record keeping.
5. Knowledge of the legislative requirements governing the collection and storage of personal information; client confidentiality and the protection of children/young people through mandatory reporting.
6. Demonstrated experience in Assessment and ability to respond to client needs and distress as first entry point to service.

5. Other

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

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
- DFFH Statutory Declaration required re Pending court, other matters
- Will work Wednesdays to participate in agency meetings.