Central Coast Community Women's Health Centre Ltd.

Position Description

Role:	Counsellor
Grade:	SCHADS Level 5
Reporting To	Clinical Practice Lead- Counselling
Date Prepared	2nd November 2026

About CCCWHC

Central Coast Community Women's Health Centre (CCCWHC) has been walking alongside women on the Central Coast for over 50 years, working to improve women's health, safety and wellbeing through access to information, choice and care. CCCWHC delivers women-centred, community-led services grounded in feminism, intersectionality, social justice and trauma- and violence-informed practice. Our work responds to both individual needs and the broader systems that shape women's lives.

Our vision

Safe and healthy futures for women on the Coast.

Our purpose



Position Purpose

The vision of the CCCWHC is 'A feminist health centre of excellence enabling Central Coast women access to holistic health care'.

CCCWHC operates from a feminist perspective which recognises and identifies ways in which women's wellbeing is specifically influenced and impacted by a broad range of social, cultural, economic and biological factors. This role will have demonstrated commitment to women's health, primary health care, holistic health practices and feminism.

The Counsellor position provides counselling to women accessing Central Coast Community Women's Health Centre.

This role is responsible for providing trauma-informed, strength-based, and client-centred counselling aimed at improving the client's safety, self-sufficiency, and healing. There will also be opportunities to facilitate group activities and training sessions.

Key responsibilities

- Provide short/medium-term counselling (10 - 12 sessions) for women from a strengths-based and trauma-informed perspective.
- Develop and co-run psychoeducational and therapeutic groups that meet identified needs.
- Provide occasional crisis intervention as needed
- Respond to the safety, wellbeing, and support needs of women and children experiencing domestic, family, and sexual violence. This may include undertaking risk assessments, identifying and escalating safety concerns, responding to crises, and when required develop and implement, person-centred safety plans.
- Advocate on behalf of women as needed
- Participate in clinical supervision, continuing professional development (CPD) and peer review processes.
- Identify and mitigate factors contributing to moral distress or injury, such as ethical dilemmas, inadequate support, or value-conflict in care delivery.
- Ensure clinical documentation, standardised record keeping, and data management meet confidentiality and ethical standards.
- Monitor risk and respond to mandatory incident reporting with support from the Clinic Lead- Counselling position.
- Occasionally support the development and supervision of student counsellors on placement.

Essential Requirements

Qualifications

- University/tertiary qualification in Social Work, Psychology, Welfare/Community Services or related degree with at least three years of work experience providing trauma-informed counselling or therapeutic care.
- Current registration with relevant accredited professional bodies such as AHPRA, ARCAP, ACA etc. if relevant.

Experience/skills

- Minimum 2 years' experience providing short/ medium term trauma informed counselling for women across all stages of their life.
- An understanding of a social model of health & how it applies to the provision of women's health within a feminist framework
- Demonstrated experience undertaking risk assessments, identifying and escalating safety concerns, responding effectively to crisis situations, and developing and implementing person-centred safety plans that prioritise safety, choice, and empowerment.
- Demonstrated ability to advocate on behalf of women, undertake appropriate referral processes and provide relevant information
- Ability to develop and maintain community networks
- Understanding of and commitment to Child Protection, WHS and EEO work practices.

Pre-Employment Screening

All roles are subject to the following checks/clearances:

- Professional Reference checks
- National Criminal History Record Check
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012