

Position Description

Position Title	General and Family Violence Counsellor
Position Number	P5216A
Type of Employment /	Part time
EFT	0.7 EFT
Status	Fixed term- maternity leave cover
Program Area / Service Unit	Mental Health and Well-being
Division	Counselling (Hume) and Family Violence
Award / Agreement / Classification	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022. Social and Community Services Employee Level 5.
Reports To	Team Leader of Counselling (Hume) and Family Violence
Primary Location	12-28 Macedon Street, Sunbury

Sunbury and Cobaw Community Health

Sunbury and Cobaw Community Health (SCCH) operates with a multidisciplinary team structure and employees are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Employees are expected to participate as a member of SCCH team and provide services within a social model of health that recognises the effect of social, economic, cultural, and political factors and conditions on health and wellbeing.

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age. Sunbury and Cobaw Community Health is an Equal Opportunity employer.

Developed by/Date: Community Mental Health/072023	Approved by: Head of Partnerships (Community Services)
Scheduled Review: July 2024	Version No. 1

Our Values

Healthy connected people. Healthy connected communities.

PASSIONATE PEOPLE

- My energy sparks enthusiasm in others • I show the way**
• **I speak from the heart** • **I am accountable for doing my best**
• **I am honest, especially when I don't know**

AMAZING TOGETHER

- We include everyone and celebrate diversity • We listen and understand • We empathise and are kind to all • We empower everyone to be their best so we all grow**

REMARKABLE IMPACT

- We create solutions that make a difference • We speak up so nobody gets left behind • We welcome challenge and ask 'why?' and 'why not?' • We learn through change, and change through learning**



The Program Unit / Team

The Counselling programs at SCCH provide a range of therapeutic services to adults and young people. Counsellors provide inclusive services to all people in the community using a broad range of approaches including but not limited to group work, single session and ongoing counselling.

The counselling team at SCCH provide a range of support services to women, men and youth who are experiencing an assortment of life stressors such as anxiety, depression, relationship difficulties and family violence, grief & loss and general life issues.

Working from a social model of health the team works in partnership with other programs at SCCH and other agencies to provide responsive and effective programs and services. Programs are offered across the Macedon Ranges and Hume catchments.

The Position

Working as an integral part of the SCCHC counselling team, and joining our experienced counselling team, this General and Family Violence Counsellor will receive referrals from a range of sources including but not limited to; Department of Families, Fairness and Housing, Integrated Family Services, Women's Family Violence Services such as Berry Street, Police, General Practitioners, and self-referrals.

Staff are expected to participate as a member of SCCHC team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

Key Duties & Responsibilities

- Provide counselling and support to individuals affected by a range of issues such as, but not limited to general life issue's, family violence, grief and loss, anxiety and depression, and family safety contact for our Men's Behaviour Change program.
- Undertake client risk assessments and needs identification in a timely manner.
- Provide appropriate support, including development of safety plans and respond to immediate needs (including liaison with accommodation providers, Centrelink, courts etc.).
- Co-facilitate and where appropriate assist in the design, delivery and evaluation of SCCH group programs.
- Participate in (and where appropriate represent SCCHC) professional networks and forums where appropriate and directed.
- Liaise with other health professionals regarding clients and group management.
- Participate in, and contribute to, Centre based programs.
- Engage in regular management supervision and participate in reviews and evaluation of work performed to ensure it is effective and appropriate to the Centre's Goals and Objectives.
- Contribute to SCCH health promotion activities as agreed.
- Perform general administrative tasks including accurate and timely professional client records via the SCCH Client Management System (TrakCare) and IRIS.

The scope of practice is:

Target Population:	Adults and Youth
Service Delivery Model:	Client support & group work

Service Location:	Centre based & outreach, attendance at external sector meetings
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Inherent Requirements:

Work based requirements:	Ability to be able to receive feedback Ability to work cooperatively with others Ability to deal with ambiguous situations Ability to resolve low level conflict Ability to build and maintain effective relationships and resolve breakdowns
Physical Requirements:	Constant requirement to sit whilst completing computer and desk-based activities Occasional requirement to stand whilst completing tasks that are not desk based Intermittent requirements to bend and lift when completing tasks Occasional requirement to lift items <10kgs Frequent requirement to sustain hand grip whilst using mouse, writing, typing
Psychosocial Demands	High levels of concentration while completing tasks Patience Emotional Stability – required to have developed an emotional stability whilst completing all tasks Judgement – required to exercise sound judgement whilst completing all aspects of the role Reasoning – required to exercise sound reasoning whilst completing all aspects of the role Isolation – this is an office-based role, working as part of a team not exposed to isolation connection to other sites can be made via Teams video calling Autonomy – required to utilise autonomy with respect to the processes in which they complete a task, however have little autonomy with respect to the work that is allocated to them by the line leader
Transport	Be able to travel between SCCH sites as required

The Person

You Demonstrate:

The General and Family Violence counsellor will possess specific knowledge and work within an anti-oppressive, strength-based framework. They will embrace diversity and actively promote respect for all clients, staff and stakeholders.

The personal attributes needed to fit this role are:

- Good work ethic and commitment to quality service delivery
- Ability to work in a multi-disciplinary team
- Excellent time management skills
- Respects difference and values diversity
- Comfort in dealing with complex situations including trauma and vulnerable families.

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Key Selection Criteria

Applications must include written responses to the following:

Essential

- Experience in the mental health and family violence fields.
- Well-developed counselling, risk assessment, and case work-skills, including group facilitation.
- Sound knowledge of the welfare sectors
- Experience working with a diverse client group.
- High level interpersonal skills and the ability to operate in a collaborative manner within the organisation.
- Demonstrated commitment to upholding ethical standards, including privacy and confidentiality.

Desirable

- Credentialing with AHPRA as a Generally Registered or Provisionally Registered Psychologist, or registered as an AASW Accredited Mental Health Social Worker
- Intermediate or Comprehensive MARAM training

Qualifications, Registration and/or Experience

- A Bachelor of Social Work, Psychology, Counselling or an equivalent qualification.

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Other Requirements

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of SCCH policies and procedures.

Occupational Health & Safety and Risk Management

- All employees have a responsibility to occupational health and safety at SCCH. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

General

- It is the responsibility of all employees to work within SCCH's Code of Conduct and represent SCCH as a professional and client-focused organisation and to promote its range of services
- Comply with SCCH's Deed of Delegation
- Comply with and contribute to SCCH's Policies, Procedures and Work Instructions
- Carry out all other duties as directed consistent with SCCH's Strategic Direction
- Attend employee meetings, relevant network meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in regular Supervision
- Other duties as required to achieve position specific or organisational objectives
- Be conversant with computer systems and other technology relevant to the position

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Additional Information

Sunbury and Cobaw Community Health (SCCH) is an Equal Opportunity Employer.

SCCH is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender, and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.

SCCH is committed to promoting and protecting the interests and safety of children. SCCH has zero tolerance of child abuse. All employees working at SCCH are responsible for the care and protection of children and reporting information about child abuse.

The successful incumbent will be required to undertake and (existing employees) maintain a National Criminal History Check (NCHC), a NDIS Worker Screening check, and hold a current valid Working with Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).

SCCH is also committed to being a workforce and community leader in the prevention of family violence.

Employees may be required to complete (or provide evidence of completion) ISS and MARAM training in accordance with the Family Violence Protection Act 2008.

SCCH reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to SCCH's area of operation.

Salary sacrifice arrangements are available to all permanent employees subject SCCH's ongoing Fringe Benefits Tax exempt status

The position requires a current Victorian Driver's licence.

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Acknowledgement

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name:	(Please Print)
Signature:	(Incumbent)
Date:	