

Position Description

Position:	CREATIVE THERAPIST/WOMEN'S COUNSELLOR
Program:	Van Go Moorabool Pilot Project
Reports to:	Clinical Lead Van Go Pilot Project
Hours:	0.6
Classification:	SCHADS Level 6

WRISC Vision Statement	Safety, equality & opportunity for all people.
WRISC Mission Statement	Enhance the status, wellbeing and safety of women and children. Empower women and children who have experienced family violence. Foster the building of stronger, safer communities.
Organisation Values:	WRISC Family violence Support is a feminist based service which embodies the following values: <ul style="list-style-type: none"> • Learning, skills and knowledge • Respect, trust, diversity and acceptance • Optimism • Integrity and responsibility • Creativity and innovation • Teamwork • Equality, freedom from violence and safety • Leadership inside and outside our organisation
TURNING POINT: our collective spirit 2015	Respective, Supportive, Inclusive, Culturally Safe, Stimulating, Flexible More of: Directness, Forgiveness, Trust, Tolerance, Acceptance Less of: Negativity, Taking things personally, Assumptions, Undermining.

Position Context:

The Central Highlands Women's Collective (CHWC) began in 1983 with the premise that women have the strength to change the world. At the outset the Collective identified the need to name women's experience of family violence as essential in challenging community attitudes condoning violence against women. They sought to shine a light on the gendered nature of family violence.

Funding was received in 1988 for 'The Women's Resource Information & Support Centre' (WRISC). In the 1990's funding was specific to provide family violence outreach support (agencies historically supporting the work of women's refuges). The Collective, comprising personnel and non-personnel community members, managed WRISC under a flat structure until 2006. A new hierarchical staffing structure was then adopted. An Executive Officer and Business Manager were appointed. A new constitution was drafted to reflect the changed organisational structure and passed by members in October 2007. A board of governance was elected in November 2007.

WRISC Family Violence Support (as we are now called) is a non-profit organisation funded in the main by the Department of Human Services. WRISC provides a range of services for women and children living in or

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escaping from situations of family violence. Services include information, referral, advocacy, support, women's and children's support groups and children's counselling. The WRISC office is located in Ballarat and services are offered across the Central Highlands region of Victoria including the shires of Ballarat, Hepburn, Moorabool, Pyrenees and Golden Plains. Services are provided on an outreach basis (including outreach offices and home visits) and at the WRISC office. WRISC is a member of the Grampians Integrated Family Violence Committee and our services are delivered within an integrated service system working closely with police, courts and other agencies.

Position Background:

The Children's Family Violence Counselling Program aims to assist children recover from experiences and trauma of family violence. The program also seeks to empower parents to support their child's recovery and strengthen the parent-child relationship. Services include individual and family counselling, as well as group work with children and parents. The program works with children and young people aged 0-17 years.

In response to recommendations arising from the Royal Commission into Family Violence, the Victorian Government, through the Department of Health and Human Services (DHHS) called for submissions to strengthen and enhance the Family Violence Service System therapeutic service response to victims of family violence.

In November 2016, DHHS is hosting a series of professionally facilitated forums across the State to:

- explore best practice approaches (therapeutic responses) for responding to victims of family violence, particularly children and young people
- consider how these approaches might be better incorporated into our service delivery frameworks and operating models.

WRISC family violence support inc was successful in their submission and was named one of **the 'family violence therapeutic intervention demonstration projects'** in Victoria in March 2017. The funded project was titled Van Go: a mobile child centred FV Therapeutic Intervention of creative therapists in the Moorabool Shire.

Position Objectives:

- Assess and respond to the diverse needs of women and children impacted by family violence
- To provide counselling and support to ensure women and families are best able to meet the needs of children and young people who have experienced or witnessed family violence
- Act as an advocate for the rights and needs of children and young people (in accordance with the United Nations Convention on the Rights of the Child) and ensure accessibility to existing services

MAIN DUTIES AND RESPONSIBILITIES

1. Service Delivery

- To provide high quality therapeutic services for women and families within a child focused therapeutic service.
- Build rapport, engage and maintain strong relationships with clients, colleagues and key stakeholders
- Apply theory and research into practice and tailor individual therapy to the needs of the client

- Excellent ability to liaise with professionals, clients and community members in order to achieve the best outcomes for the client
- Act as a facilitator of individual, family and/or group counselling sessions
- Discuss women's desired goals and outcomes.
- Provide relevant information or resources specific to the client's needs.
- Assist clients to set goals and adopt strategies to address family issues.
- Take responsibility for the intake system for referrals, assist in assessment and secondary consultation for counselling/group work intervention for children and their families.
- Ensure that appropriate referrals and consultation with other specialist services are part of the process and thus ensuring an integrated response
- Provide appropriate therapeutic counselling and/or group work interventions for women and their families who have experienced family violence.
- Provide therapeutic intervention inclusive of parenting support/ strategies to parents/caregivers of children who have been affected by family violence.
- Initiate and foster secondary consultation and some community education to other service providers and individuals on issues faced by women who have experienced family violence.
- Act as an advocate for the rights of women and ensure accessibility to existing services.
- Maintain client and workplace confidentiality at all times with the exception of duty of care and other legal requirements.
- Initiate the development, implementation and evaluation of new projects or initiatives (i.e. group work development) in partnership with other stakeholders to support women who have been affected by family violence.
- Report serious and imminent concerns of safety for clients, staff or others to a manager and implement responses as required.
- Report critical incidents to a manager and implement responses as required.
- Perform all service delivery duties in accordance with professional practice standards and professional code of ethics.
- Foster and develop opportunities for creative thinking and planning both within and to the broader service delivery agencies
- Provide practice leadership focused on achievement outcomes for women and foster a culture of excellence in service delivery
- Champion respect for diversity and the importance of culturally appropriate behaviours within and beyond the organisation.

2. Administration and Documentation

- Ensure own client records and that of staff under your supervision, are completed in a professional and timely manner adhering to privacy principles and relevant policies, procedures and work instructions.
- Ensure that all client data collection is completed by staff for accurate monthly reporting in accordance with IRIS collection guidelines and organisational work instructions. Process the monthly client data reports and forward in accordance with the IRIS data reporting requirements and organisational work instructions. Competently maintain accurate client records

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- Implement service delivery evaluation processes across the programs, collate data and report findings in accordance with the organisational evaluation framework reporting requirements.
- Produce high quality accurate and informative program and service reports as required.
- Monitor and approve access to client brokerage funds in accordance with brokerage guidelines and fund availability. Ensure staff accurately record use of funds on the relevant brokerage spread sheets and databases.
- Competently practice highly proficient computer skills especially the Microsoft Office suite

3. Teamwork and Communication

- Foster and model the organization's strategic vision, values and directions.
- Implement reflective and evidence based approaches within specialist area to support improved outcome for women and children through positive participation in supervision, case discussions, evaluation feedback processes and training.
- Provide expert knowledge and advice on matters of complexity within specialist area
- Perform all duties in accordance with the organisations code of conduct, client targets, policies and procedures.
- Maintain a professional manner in all aspects of communication with clients, colleagues, stakeholders and the broader community.
- Work cooperatively and harmoniously with others to achieve team and organisational goals.
- Prepare for and positively participate in team, staff and group meetings as required.
- Promote a positive image of WRISC to members of the community through professional standards of personal presentation, behaviour and accountability.
- Represent WRISC on external networks and committees as negotiated.

4. Continuous Improvement and Risk Management

- Maintain organisational resources to work with women and families impacted by family violence in collaboration with therapists and case managers.
- Assist the implementation of quality improvement systems and ensure the evaluation and achievement of quality outcomes in own work and program area.
- Ensure own work practices comply with relevant legislation and quality standards.
- Contribute to the implementation of team and organisational strategic plans and ensure own work outcomes as well as those of the program are achieved.
- Lead and model solution focused thinking within the team and organization
- Participate in the implementation and evaluation of annual continuous quality improvement projects of individual and team
- Identify occupational health risks and hazards, and contribute to a safe work environment.
- Develop and document the service delivery model and therapeutic approach for working with children and young people - including the development and review of relevant policies, protocols and procedures.
- Actively participate in the risk management process appropriate to the position. For all types of

risk, a comprehensive risk management process will be followed. This involves:

- Identifying potential risks
- Assessing the likelihood of risks and consequences of losses
- Choosing how to control, avoid, eliminate or minimise risk through strategies, processes and policies.

5. Personal and Professional Development

- Demonstrate trauma informed, reflective and evidence based practice to support improved outcomes for women, children, young people and their caregivers through active participation in supervision, case discussions, evaluation and feedback processes, and training.
- Foster and actively participate in regular individual and group supervision and debriefing as required.
- Develop self-care strategies and monitor the effects of the work in supervision accessing available organisational support.
- Actively participate in WRISC's performance appraisal program including the development of an annual work plan and program plan.
- Identify training and professional development needs and goals and in supervision negotiate an annual professional development plan.
- Attend training, conferences and forums provided by the organisation.

KEY SELECTION CRITERIA

Qualifications

Relevant post graduate tertiary qualifications in creative therapies, psychology, social work, counselling or related discipline and considerable experience in providing counselling and support as it relates to women who have experienced family violence and trauma. Eligibility for clinical membership of ANZATA or a professional association for therapists or counsellors is highly desirable.

Essential

1. Extensive theoretical knowledge and demonstrated application of the dynamics and context of family violence, relevant legislation as well as models of intervention and standards of practice.
2. Established proficiency in preparing high quality reports, budgets, plans, submissions, policies and procedures and other relevant documents.
3. Demonstrated experience in the development of effective and collaborative working relationships with other agencies in a service network.
4. Demonstration of ability to drive and lead all aspects of continuous quality improvement within the team to achieve the best outcomes for each client.
5. Demonstrated ability to work as part of the team and autonomously, using excellent time management skills.
6. Strong ability to administer and report of psychometric assessments/outcome measures. Strong ability to communicate findings to clients and stakeholders in a meaningful way

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7. Demonstrate extensive knowledge of childhood development and experience in therapeutic intervention for children and parents

Conditions of Employment

- The successful applicant will be required to undergo satisfactory pre-employment checks, including three referees, a criminal records check (entails proof of identity), working with children check and proof of qualifications.
- The successful applicant will be expected to have a current Victorian driver's licence.
- Employment is subject to a three month probationary period.
- This position is time limited until June 30th 2019
- A pre-employment health declaration is required.
- Terms and conditions of employment are based on the Social, Community, Home Care and Disability Service Industry Award 2010.

Description of work activities /environment

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographical and office locations and other settings (e.g. schools).	Daily
	Work in unstructured environments (e.g. home visit).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan or shared office space.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Daily
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasionally
	Support and participate with clients in recreational activities (e.g. camping, gardening).	Occasionally
Manual Handling	Undertake minimal manual handling such as lifting of equipment which would be of varying weight and size (e.g. child car seats, books and resources).	Regular
Administrative tasks	Computer work, filing, writing reports, case notes/plans and client records, participate in meetings, concentrating for long periods of time, managing resources and budgets and researching and analysing information and data.	Daily
Technology	Use technology including photocopier, telephones, mobiles, fax, laptop, projectors, televisions, video, electronic whiteboards, security and duress alarm systems.	Daily

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Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Daily
	Use public transport including trains, buses, trams and taxis.	Regular

Exemption No A75/2013 has been granted under the Equal opportunity Act 2010 to enable women only to be employed by WRISC Family Violence Support Inc.

Full name:

Signature: **Date:**

Line Manager: **Date:**

Return a copy to the Business Manager