

Position Description

Position:	Project Officer Little Children Big Outcomes (LCBO)
Program:	Van Go Children's Counselling Program
Reports to:	Team Leader
Hours:	0.6 EFT
Classification:	as per SCHCADS Award

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"> • Innovation, Integrity, respect and Trust
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 hierarchal 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 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 Central Highlands Integrated Family Violence Committee (CHIFVC) and our services are delivered within an integrated service system working closely with police, courts and other agencies.

POSITION DESCRIPTION

Creative Therapist / Children's Counsellor

Position Summary:

The Van Go Children's Counselling Program aims to assist children recover after experiencing 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.

Position Objectives:

- The development of an integrated and localized 0-4 year old program that would provide support for up to 50 children and caregivers who are recovering from family violence in Moorabool and Ballarat Shires. This project would develop an evidence based program utilizing creativity through art and play to maximize therapeutic outcomes for infants and young children.

MAIN DUTIES AND RESPONSIBILITIES

1. Service Delivery

- Liaise with professionals, clients and community members in order to achieve the best outcomes for the client
- Act as a facilitator of individual and/or group counselling sessions if relevant to project research
- Discuss with clients' relevant questions based on the research questions
- Provide relevant information or resources specific to the client's needs.
- Provide a research report that outlines a therapeutic intervention inclusive of parenting support/strategies to parents/caregivers of children who have been affected by family violence for 0-4 year olds
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- Act as an advocate for the rights of children and young people and ensure accessibility to existing services in accordance with the UN Charter of the Rights of the Child.
- Maintain client and workplace confidentiality at all times with the exception of duty of care and other legal requirements.
- Recommend the development, implementation and evaluation of new projects or initiatives (e.g. group work development) in partnership with other stakeholders to support children/adolescents 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 and research duties in accordance with professional practice standards and professional codes of ethics.
- Foster and develop opportunities for creative thinking and planning both within and to the sector.
- Provide practice leadership focused on achieving outcomes for children and foster a culture of excellence in service delivery and research
- Champion respect for diversity and practice culturally appropriate behaviours within and beyond the organisation.
- Literature review: Investigating the evidence base of existing 0-4 programs for families recovering from family violence. Australian programs include Peekaboo, the Garden, Theraplay and Play connect.

- Devise an integrated program that includes individual, dyadic and group therapy options for carers and their children to minimize harm from family violence. Recommend the best program fit for the unique demographics and challenges within Moorabool and Ballarat LGA's.
- Recommend staffing and resources required to run a successful 0-4 program
- Investigate potential partners to run this program including other therapeutic programs, maternal and child health and governments
- Devise an evaluation strategy for the project to measure impacts and outcomes
- Seek ongoing funding from philanthropic Trusts – particularly Helen MacPherson Smith Alliance

2. Administration and Documentation

- Ensure research project is completed in a professional and timely manner adhering to privacy principles and relevant policies, procedures and work instructions.
- Accurate monthly reporting of project progress against project brief and GANTT chart to the reference group for the project. Implement service delivery evaluation processes, report findings in accordance with the organisational evaluation framework reporting requirements.
- Produce high quality accurate and informative program and service reports as required.
- 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, 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.
- Model Building Better Organisation (BBO) principles in all aspects of work

4. Continuous Improvement and Risk Management

- Maintain organisational resources to work with children affected by family violence in collaboration with Team Leaders and case managers.
- Assist the implementation of quality improvement systems and ensure the evaluation and achievement of quality outcomes in project 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 are achieved.

POSITION DESCRIPTION

Creative Therapist / Children's Counsellor

- 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.
- Participate in developing the service delivery model and therapeutic approach for working with children and young people.
- 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 children, young people and their caregivers through active participation in supervision, case discussions, evaluation and feedback processes, and training.
- Utilise and understand all aspects of trauma informed, reflective and evidence based practice to develop and implement the research project. 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 prepare for, facilitate and participate Monthly LCBO Project reference group meetings
- Identify training and professional development needs as appropriate within the context and time frame of the project. 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 children and adolescents 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. Preparation of high quality reports, , 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 the research project 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. Demonstrate extensive knowledge of childhood development and experience in therapeutic intervention for children 0-4 years and their parents
7. Demonstrated experience in facilitating therapeutic group work for children and their carers

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.
- 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),including working from home	Often
	Work in unstructured environments (e.g. home visit).	Occasionally
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan or shared office space.	Daily

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	Sit at a computer or in meetings for extended periods.	often
	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
	Participate in team development/building activities.	Regular
	Fluorescent lighting.	Daily
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
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Often
	Use public transport including trains, buses, trams and taxis.	Occasionally

WRISC Family Violence Support Inc. employs only women as permitted under S.28 of the Equal Opportunity Act 2010.

Full name:

Signature: **Date:**

Line Manager: **Date:**

Return a copy to the Business Manager