



# Western Region Centre Against Sexual Assault Inc (WestCASA)

ABN 29 351 352 921

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## DPFC Counsellor Advocate (0.8 EFT) Fixed term – 1 to 2 years Position Description

WestCASA is a community based not-for-profit sexual assault counselling service operating in the western metropolitan region of Melbourne for the past 30 years. WestCASA provides counselling, crisis response, advocacy, education and training and is located in Footscray with outreach to Melton, Wyndham and the Dame Phyllis Frost Centre (DPFC, a women's prison) at Deer Park.

**WestCASA has been successful in expanding our sexual assault counselling service to deliver an extended specialist trauma service at DPFC. The service in prison will now include broader trauma experienced by women than just sexual assault. WestCASA will now provide a comprehensive Specialist Trauma Services (STS) at DPFC. This position will work three days at DPFC and one day at our MDC office based in Hoppers Crossing. This position will be part of a seven-person team providing counselling, group work and training in the Specialist Trauma Services in DPFC.**

The successful applicant will join a broader WestCASA team of Counsellor/Advocates (made up of three separate teams – Footscray Team, MDC Team and DPFC Team), an after-hours on-call crisis care team, office administrators, Clinical Services Manager and Chief Executive Officer. WestCASA is governed by a community based Board of Governance.

The CEO has responsibility for the management and co-ordination of the work of the service, and oversees, with Board direction, its overall operations. All staff are accountable to the CEO either directly or indirectly through the Clinical Services Manager and CCU Co-ordinator.

WestCASA receives funding to deliver sexual assault support services from the Victorian State Government.

WestCASA aims to provide a service that facilitates the recovery and healing for women, men and young people over the age of 12 years who have experienced sexual assault using an empowering, respectful and culturally sensitive therapeutic approach.

VCAT Exemption No. H229/2014 means that only women can apply for this position.

## Key Responsibilities

The duties of this position description are to be understood within a context of collaborative decision making and participatory governance with respect to the work conducted at WestCASA and the processes that support this. Additionally, WestCASA values and practices respectful communication between staff members and with clients.

### 1. **Counselling & Advocacy**

- 1.1 Provide effective, evidence-based and culturally sensitive short to long term trauma counselling to women prisoners in DPFC who have experienced sexual assault or any other trauma either recently or in the past. Provide sexual assault counselling to men, women and children (12 and over) as a part of the SASS program in the community should the opportunity arise.

- 1.2 Provide short term support and psycho-education to non-offending partners, family and friends as a part of the SASS program in the community should the opportunity arise.
- 1.3 Participate and collaborate in the development and delivery of trauma focused group work programs in both SASS and STS.
- 1.4 Participate regularly in the intake service at DPFC assessing and enabling eligible women to access our service with ease. Provide information regarding services, supports, options, referrals and waiting lists. The SASS Intake services has a dedicated intake team but staff may be required to provide intake occasionally or as required.
- 1.5 Support adults who have experienced a recent sexual assault at the Crisis Care Unit located at the Emergency Department of Sunshine Hospital during business hours. This is a role attached to the Intake team but staff may be required to provide this response on occasion or as required.
- 1.6 Provide occasional after-hours support to adults who have experienced a recent sexual assault at the Crisis Care Unit at Sunshine Hospital. WestCASA has a separate After Hours Crisis Care Team however, business hour Counsellor/Advocates are occasionally required to do after hours shifts.
- 1.7 Provide informed referrals, secondary consultation and collaborate on cases with other services, the legal system and police in both SASS and STS.
- 1.8 Advocate with or on behalf of clients where appropriate, particularly with police, the judicial and medical systems in both SASS and STS.
- 1.9 Record counselling case notes and client statistics in a timely manner consistent with confidentiality and professional standards.
- 1.10 Contribute to analysis and interpretation of statistical data and client feedback on a regular basis, to inform practice and identify trends that may impact upon service delivery.
- 1.11 Provide professional reports when required.

## **2. Community Development, Education and Training in both SASS and STS.**

- 2.1 Provide education and training to the community, other professionals and groups.
- 2.2 Develop and maintain networks and links with relevant professional groups and community based organisations.
- 2.3 Participate in community development and education projects with others.
- 2.4 Contribute to sector knowledge development through research, articles for journals, presentations at conferences and workshops.
- 2.5 Develop and update evidence-based information resources for counselling clients and training purposes on issues relating to sexual assault.
- 2.6 Participate in the development and implementation of strategies to raise community awareness of sexual assault.
- 2.7 Respond to relevant social and legal policy.

## **3. Organisational Responsibilities**

- 3.1 Participate in Board of Governance meetings as required
- 3.2 Attend regular supervision (work review and clinical supervision) to develop own clinical practice, manage potential impacts of the work on personal well-being, and ensure administrative requirements of the role are appropriately managed

- 3.3 Participate in regular staff meetings, group supervision, training and professional development.
- 3.4 Participate in other activities and meetings relevant to the work of WestCASA.
- 3.5 Observe the policies and procedures of the organisation
- 3.6 Ensure all work is performed in accordance with requirements of the Occupational Health and Safety policy, procedures and legislation.
- 3.7 Participate in developing and implementing policies, initiatives and practices in relation to continuous quality improvement.
- 3.8 Contribute to WestCASA's organisational activities, such as strategic planning, service planning and evaluation, writing position papers and attending public events. This may include attending events and/or meetings after hours.

#### **4. General responsibilities**

- 4.1 Communicate and collaborate effectively with other team members, including shared projects, regular meetings and day to day activities.
- 4.2 Assist and support your colleagues when they may be experiencing a peak workload or high demand period.
- 4.3 Maintain and apply up-to-date knowledge of evidence-based, best practice and legislation that impact on the delivery of WestCASA services.
- 4.4 Collaborate with the CEO to identify and participate in skills development appropriate to your role and work plan.
- 4.5 Plan your time effectively to manage competing demands, including work/life balance.
- 4.6 Change locations as required or directed.

## **Key Selection Criteria**

### **Essential**

1. Commitment to and understanding of the vision, mission and aims of WestCASA (as attached).
2. Capability to practice in ways that support cultural sensitivity in service delivery.
3. An advanced understanding of the gendered and structural nature of sexual and other violence against women.
4. **Experience in delivering counselling services or programs in the justice system.**
5. At least four years' experience and skills in delivering trauma focussed counselling to clients.
6. Relevant formal qualifications such as social work or psychology.
7. Clinical skills and experience in: -
  - counselling and crisis intervention with individuals and families
  - clinical engagement with adolescents, men & women
  - working with complex PTSD and other challenging presentation
  - development and facilitation of groups;
  - provision of community education and training
8. Demonstrated ability to liaise and negotiate with other relevant professionals.
9. Demonstrated ability to effectively communicate with others,

10. Demonstrated ability to manage complex and demanding work both for yourself and in others.
11. Demonstrated ability to maintain accurate and confidential records and prepare professional reports.
12. The capacity to work independently as well as part of a team.
13. Current Victorian driver's licence.
14. Working with Children Check.
15. National Police Check (please note that if you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.)

**Desirable**

16. Post-graduate qualifications in counselling or therapeutic practice.

## Salary and Conditions

The position is to be worked over four days per week of 7 hours 36 minutes each. Some flexibility in hours or days may be offered.

Salary is in accordance with the Health Services Union of Australia (Victoria – Public Sector) Health Professional Services Award. It will be offered as a Qualified Social Worker Grade 2 Year 1 (SC21) to Grade 2 Year 4 (SC24) (in the range of \$76,668 to \$88,129 – pro rata) depending upon experience. The conditions of employment will be in accordance with the Western Region Centre Against Sexual Assault and the Health Services Union Agreement 2006-2007.

Salary packaging and meal & entertainment allowance is available.

WestCASA will forward, monthly, the appropriate rate of employer funded superannuation payments, in accordance with the Superannuation Guarantee Act 1992.

New employees will be required to complete a satisfactory three-month period of probation and positions are also subject to availability of ongoing funding and satisfactory work performance.

This position is fixed for 1 year until 30<sup>th</sup> June 2019 with an optional second year if additional funding is made available and the program meets satisfactory service milestones and evaluation.

For further information regarding the position  
please contact Robyn McIvor on (03) 9687 8637

**Please submit a written application addressing the Key Selection Criteria, include your  
Curriculum Vitae and three referees to:**

Robyn McIvor, Chief Executive Officer,  
WestCASA, PO Box 443 Ballarat Rd, Footscray 3011  
or email to [info@westcasa.org.au](mailto:info@westcasa.org.au)

Applications close at 5.00pm Wednesday 18<sup>th</sup> July 2018