



Western Region Centre Against Sexual Assault Inc (WestCASA)

ABN 29 351 352 921

236 Hoppers Lane, Werribee, VIC 3030

Tel: 03 9216 0411 (admin) 03 9216 0444 () Fax: 03 9216 0440

Email: info@westcasa.org.au web: www.westcasa.org.au



After Hours Crisis Care Counsellor/Advocate (Casual) Position Description

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

This position will be casual and part of the after-ours on-call crisis care team. The successful applicant will join a team consisting of Counsellor/Advocates, the after-hours on-call crisis care team, office administrators, Team Leaders, Co-ordinators, the Clinical Services Manager and the 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, Co-ordinators and Team Leaders.

WestCASA receives funding to deliver sexual assault and family violence 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, family violence and other trauma using an empowering, respectful and culturally sensitive therapeutic approach.

Key Responsibilities

WestCASA will provide a 24-hour response to adults who have experienced a recent sexual assaults in partnership with the Sexual Assault Crisis Line (SACL), Western Health, Victoria Police (Sexual Offences & Child Abuse Investigation Team SOCIT) and the Victorian Institute of Forensic Medicine (VIFM). The Counsellor/Advocates on the after-hours team provide a response co-ordinated through SACL outside business hours. The specific responsibilities are:

1. **Direct Service**

The After Hours Crisis Care Counsellor/Advocate is expected to be on call (on the after-hours roster) a minimum of three to four shifts per month. When on call you will be expected to:

- 1.1 Respond on your home and/or mobile, immediately at all times when on call.
- 1.2 Attend the Crisis Care Unit (CCU) at the Western Hospital, Sunshine and/or at the MDC, Hoppers Crossing.

- 1.3 Provide crisis care, support and advocacy for the victim/survivor, their family and/or significant other.
- 1.4 Provide information regarding options where appropriate, on reporting a sexual assault to the police, undertaking a forensic examination and/or any other relevant issues.
- 1.5 Assess risks and safety advocating for services to meet those needs.
- 1.6 Discuss options for follow-up counselling and support through WestCASA and SACL.
- 1.7 Record all casework information and statistics according to WestCASA's requirements and email the paperwork to WestCASA.
- 1.5 Liaise and debrief with SACL as required
- 1.6 Liaise with the WestCASA intake worker the next working day.
- 1.7 Attend a minimum of eight monthly team meetings per calendar year (First Tuesday evening of the month at 6- 8pm)
- 1.8 Other duties, as required.

2. Organisational Development

- 2.1 Observe the policies and procedures of the organisation
- 2.2 Ensure all work is performed in accordance with requirements of the Occupational Health and Safety policy, procedures and legislation.
- 2.3 Participate in developing and implementing policies, initiatives and practices in relation to continuous quality improvement.
- 2.4 Contribute to WestCASA's organisational activities, such as strategic planning, service planning and evaluation as required.

Key Selection Criteria

Essential

1. A strong commitment to and understanding of the aims and objectives of WestCASA (as attached).
2. A strong commitment to cultural equity in service delivery.
3. An understanding of the impact of sexual assault on adults and young people.
4. Demonstrated experience working with people in crisis.
5. The ability to work autonomously.
6. Demonstrated ability to communicate, liaise and negotiate with other relevant professionals.
7. Current Victorian driver's licence and access to a car when on call.
8. Current Working with Children Check
9. Ability to attend a crisis care unit call out within a short period of time
10. 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

The After Hours Crisis Care Counsellor/Advocate will need to have the ability to:

11. Stay calm under pressure.
12. Remain focussed on the principal task
13. Be well organised and directive.
14. Communicate clearly with other key staff, particularly regarding follow up matters.

Salary and Conditions

The position is a casual position.

Salary and conditions of employment will be in accordance the Western Region Centre Against Sexual Assault Inc (WestCASA) Employees Enterprise Agreement 2016 – 2020.

Superannuation will be paid when the monthly salary exceeds \$450 per month. WestCASA will then forward, the appropriate rate of employer funded superannuation payments, in accordance with the Superannuation Guarantee Act 1992.

For further information regarding the position
Please contact Sarah Bano on (03) 9216 0411

Please submit a written application addressing the Key Selection Criteria and include three referees to:

Sarah Bano, MDC Team Leader
236 Hoppers Lane, 2nd Floor, Werribee VIC 3039

Position description maintenance

Reviewed Last:	December 2019
Conducted By:	Sarah Bano – Crisis Care Unit Co-ordinator
Approved By:	Robyn McIvor - Chief Executive Officer
Next Review:	May 2020



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WESTCASA VISION, MISSION AND AIMS

Vision:

A world where everyone lives free from the fear of sexual assault and family violence.

Mission:

To promote the recovery of all people who have experienced sexual violence and to strive for a world free of sexual violence

Aims:

- To create an environment in which recovery from the effects of sexual assault and related family violence can occur.
- To strengthen our practice excellence to ensure we are at the forefront of therapeutic responses to people who experience sexual assault and related family violence.
- To advance community understanding of the social conditions that allow sexual assault and related family violence to continue to occur.
- To encourage communities to take responsibility for addressing the crimes of sexual assault and related family violence.