



Western Region Centre Against Sexual Assault Inc (WestCASA)

ABN 29 351 352 921

236 Hoppers Lane Werribee VIC 3030

Tel: 03 9219 0411 (admin) 03 9219 0444 (counselling) Fax: 03 9218 0440

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

MDC Intake Counsellor Advocate (0.6 FTE) Monday to Wednesday Position Description

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

The successful applicant will join a broader WestCASA team of Counsellor/Advocates, made up of four 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 DPFC staff are accountable to the CEO either directly or indirectly through the Clinical Services Manager and DPFC Team Leader.

This role will report to the MDC Team Leader and work closely with the Intake team, as the main intake worker. The main intake components of the role encompass working within the intake team taking calls and undertaking assessments for women, men, nonbinary, trans community and young people (aged 12 years and over) who have experienced sexual assault and related family violence trauma either recently or in the past, to enable eligible people to access our service with ease.

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, nonbinary, trans community 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. **Intake and Advocacy**

- 1.1 Provide effective, evidence-based and culturally sensitive intake and assessments for women men, nonbinary, trans community and young people (aged 12 years and over) who have experienced sexual assault/violence, and related family violence either recently or in the past to enable eligible people to access our service with ease. Provide information regarding services, supports, options, referrals and waiting lists.

- 1.2 Attend and 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 and after hours as part of the after-hours roster, which all intake and counselling staff are expected to be part of. WestCASA has a separate After-Hours Crisis Care Team however, business hour Counsellor/Advocates are rostered onto an afterhours backup roster and occasionally required to do after hours shifts.
- 1.3 Provide informed referrals, secondary consultation and collaborate on cases with other services, the legal system and police in Sexual Assault and Family Violence.
- 1.4 Advocate with or on behalf of clients where appropriate, particularly with police, the judicial and medical systems in both Sexual Assault and Family Violence.
- 1.5 Record counselling case notes and client statistics in a timely manner consistent with confidentiality and professional standards.
- 1.6 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.
- 1.7 Provide professional reports when required.
- 1.8 Meet with MDC team leader as required

2 Organisational Responsibilities

- 2.1 Participate in Board of Governance meetings as required.
- 2.2 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
- 2.3 Participate in regular staff meetings, group supervision, training and professional development.
- 2.4 Participate in other activities and meetings relevant to the work of WestCASA.
- 2.5 Observe the policies and procedures of the organisation
- 2.6 Ensure all work is performed in accordance with requirements of the Occupational Health and Safety policy, procedures and legislation.
- 2.7 Participate in developing and implementing policies, initiatives and practices in relation to continuous quality improvement.
- 2.8 Contribute to WestCASA's organisational activities, such as strategic planning, service planning and evaluation, writing position papers and attending public events, if required. This may include attending events and/or meetings after hours.

3 General responsibilities

- 3.1 Communicate and collaborate effectively with other team members, including shared projects, regular meetings and day to day activities.
- 3.2 Assist and support your colleagues when they may be experiencing a peak workload or high demand period.
- 3.3 Maintain and apply up-to-date knowledge of evidence-based, best practice and legislation that impact on the delivery of WestCASA services.

- 3.4 Collaborate with the CEO, Clinical Services Manager and MDC Team Leader to identify and participate in skills development appropriate to your role and work plan.
- 3.5 Plan your time effectively to manage competing demands, including work/life balance.
- 3.6 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, racial and gender sensitivity in service delivery.
3. An advanced understanding of the gendered and structural nature of sexual violence and family violence.
4. Solid experience in delivering crisis counselling services, telephone/telehealth or face to face intake support/counselling or programs.
5. At least four years' experience and skills in delivering trauma focussed counselling for clients.
6. Sound skills in risk assessment of Family Violence and Sexual assault, working knowledge of MARAM framework.
7. Relevant formal qualifications such as social work or psychology.
8. Clinical skills and experience in: -
 - counselling and crisis intervention with individuals and families
 - clinical engagement with adolescents, men & women, nonbinary and trans communities
 - working with complex PTSD and other challenging presentation
 - development and facilitation of intake related groups;
 - provision of community education and training.
9. Demonstrated ability to liaise and negotiate with other relevant professionals.
10. Demonstrated ability to effectively communicate with others.
11. Demonstrated ability to manage complex and demanding work both for yourself and in others.
12. Demonstrated ability to maintain accurate and confidential records and prepare professional reports.
13. The capacity to work independently as well as part of a team.
14. Current Victorian driver's licence.
15. Working with Children Check.
16. 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

17. Post-graduate qualifications in counselling or therapeutic practice.
18. Familiarity with the Multi Agency Risk Assessment and Risk Management Framework, MARAM, the Child Safety and Family Violence Information Sharing Schemes and the Redress Scheme for people who have experienced institutional child sexual abuse.

Salary and Conditions

The position is to be worked 3 days per week of 7 hours 36 minutes each, Monday to Wednesday.

Salary is in accordance with the Western Region Centre Against Sexual Assault (WestCASA) Employees Enterprise Agreement 2016 – 2020. It will be offered as a Qualified Social Worker Grade 2 Year 1 \$41.16 per hour (SC21) to Grade 2 Year 2 \$43.05 per hour (SC24), (in the range of \$81,328.00 to \$85,061.60 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 2016-2020.

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 six-month period of probation. This position is fixed term until February 2021 subject to further funding and satisfactory work performance.

For further information regarding the position
please contact Robyn McIvor on (03) 9216 0411

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

Robyn McIvor, Chief Executive Officer,
WestCASA, 236 Hoppers Lane, Werribee, VIC, 3030
or email to info@westcasa.org.au

Applications close at 9.00am Friday 21st August 2020.

Position description maintenance

Date:	July 2020
Developed by:	
Approved by:	
Next Review:	June 2021
Date:	July 2020
Developed by:	Chief Executive Officer
Approved by:	Chief Executive Officer
Next Review:	June 2021



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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.