



Western Region Centre Against Sexual Assault Inc (WestCASA)

ABN 29 351 352 921

Level 2, 236 Hoppers Lane, Werribee, VIC 3030

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



Counsellor Advocate (0.8 EFT) 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 the Werribee Multi-Disciplinary Centre with outreach to Footscray, Melton, and the Dame Phyllis Frost Centre (DPFC, a women's prison) at Ravenhall.

This position will provide counselling to people who experience sexual assault, and related family violence and other trauma.

The successful applicant will join a team consisting of Counsellor/Advocates, an 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, young people and diverse gender people over the age of 12 years who have experienced sexual assault, family violence and other related trauma 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 medium term trauma counselling to women, men, diverse gender people and young people (aged 12 years and over) who have experienced sexual assault either recently or in the past.
- 1.2 Provide effective, evidence-based, and culturally sensitive short to medium term trauma counselling to people who have experienced family violence or other trauma.
- 1.3 Provide short term support and psycho-education to non-offending partners, family and friends.
- 1.4 Participate and collaborate in the development and delivery of group work programs.
- 1.5 Participate in the intake service assessing and enabling eligible people to access our service with ease. Provide information regarding services, supports, options and waiting lists.
- 1.6 Support adults who have experienced a recent sexual assault at the Crisis Care Unit located at the Emergency Department of Sunshine Hospital and/or at the MDC during business hours.
- 1.7 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.
- 1.8 Provide regular support to the After-Hours Crisis Care team on the back up roster (one to two shifts per month).
- 1.9 Provide informed referrals, secondary consultation and collaborate on cases with other services, the legal system and police.
- 1.10 Advocate with or on behalf of clients where appropriate, particularly with police, the judicial and medical systems.
- 1.11 Record counselling case notes and client statistics in a timely manner consistent with confidentiality and professional standards.
- 1.12 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.

1.13 Provide professional reports when required.

2. Community Development, Education and Training

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 Team Leaders 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.

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 violence.
4. At least four years' experience and skills in delivering trauma focussed counselling to clients.
5. Relevant formal qualifications such as social work or psychology.
6. 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
7. Demonstrated ability to liaise and negotiate with other relevant professionals.
8. Demonstrated ability to effectively communicate with others,
9. Demonstrated ability to manage complex and demanding work both for yourself and in others.
10. Demonstrated ability to maintain accurate and confidential records and prepare professional reports.
11. The capacity to work independently as well as part of a team.
12. Current Victorian driver's licence.
13. Working with Children Check.

14. 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

- 15. Post-graduate qualifications in counselling or therapeutic practice.
- 16. Experience in delivering counselling services or programs in the justice system would be valuable but not essential.

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.

A generous salary is paid in accordance with the Western Region Centre Against Sexual Assault and the Health Services Union Agreement 2006-2007 and then the Western Region Centre Against Sexual Assault Inc (WestCASA) Employees Enterprise Agreement 2016 – 2020. Generous salary packaging and meal benefit allowance is also available. The conditions of employment will be in accordance with the agreements as above.

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 and satisfactory work performance.

WestCASA is committed to ensuring that all staff have the required skills and qualifications to conduct the work which they are employed to undertake. Staff must provide or engage in the following:

- Psychometric Testing
- Photo identification and or Passport
- Qualifications – relevant to role
- National Criminal History Record Check (Police Check)
- Working with Children Check
- Current Driver’s License

NB: Original documentation needs to be sighted.

Position description maintenance

Reviewed:	October 2017
Conducted By:	Chief Executive Officer
Approved By:	Chief Executive Officer
Next Review:	October 2018
Reviewed:	August 2021
Conducted by:	HR Manager



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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.