



## POSITION DESCRIPTION

<b>Position Title</b>	Family Violence Counsellor	<b>Employee name</b>	Vacant	<b>Date</b>	January 2019
<b>Location</b>	Macedon St Sunbury	<b>Service Unit</b>	Counselling	<b>Time Fraction</b>	0.9 EFT

### SUNBURY COMMUNITY HEALTH

Sunbury Community Health is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCH is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health is an Equal Opportunity employer.

SCH is also the auspice organisation (official employer) of a number of semi-independent organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and Boilover – Inclusive Theatre Company.

#### **Purpose:**

With our communities we build social fabric by supporting people to help themselves and each other.

#### **Values**

##### **It takes a village.....to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

##### **Passionately engaged.....with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

##### **We do the right thing .....not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

##### **We make things happen ..... we get things done**

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

<b>Position reports to</b>	Team Leader – Generalist Counselling	<b>Reportable positions</b>	N/A
<b>Internal relationships</b>	Counselling Unit Team All staff	<b>External relationships</b>	<ul style="list-style-type: none"> <li>• Police</li> <li>• Courts</li> <li>• DHHS</li> <li>• Local GP's</li> <li>• Various networks</li> </ul>
<b>Position Summary</b>	<p>Working as an integral part of the SCHC counseling team, and joining our experienced Family Violence Counsellor this new Family Violence Counsellor will receive referrals from a range of sources including; DHS, Integrated Family Services, Women's Family Violence Services (Berry St), local courts and Police.</p> <p>The role will also involve developing, (co)facilitating and evaluating a range of group programs for women and families.</p> <p>Staff are expected to participate as a member of SCHC team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.</p>		
<b>Qualifications</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Social Work Degree/Psychology or equivalent</li> <li>•</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of Microsoft Office Suite</li> <li>• Experience in the use of Trakcare</li> </ul>		
<b>Police Check Required</b>	YES	<b>Working with Children Check Required</b>	YES
<b>Victorian Driver's Licence:</b>	YES	<b>Current First-Aid Level II:</b>	N/A
<b>Award / Agreement</b>	SACS	<b>Classification</b>	Social Work Class 2 (Modern Award SCHCADS Level 5)
<b>Resource Management</b>	Nil	<b>Total staff management (EFT)</b>	Nil

## COMPETENCIES REQUIRED

### Client Service Orientation

- Embrace diversity and actively promote respect for all clients, staff and stakeholders
- Professional presentation, punctuality and reliability
- Actively listen and consider the formal and informal contributions and feedback of clients and community members

### Community and Stakeholder Engagement

- Ability to build respectful collaborative partnership with key community stakeholders
- Ability to establish and build mutually beneficial partnerships and alliances with current and potential service delivery partners
- Ability to establish and build mutually beneficial relationships with current and potential funding bodies, governments and policy setting organisations

### Self and People Management

- Demonstrated confidence and personal resilience and ability to manage challenging situations
- Ability to work with a high degree of autonomy and as part of a team
- Regularly seeks and uses feedback to identify areas for learning and improvement

### Team Work

- Collaborate effectively with supervisor, peers, staff and volunteers from across SCHC to achieve individual, team and organisational objectives
- Facilitate effective teamwork by providing leadership, support, facilitation of supervision and direction to individual team

members and to the team as a whole

### System and Process Development

- Critical thinking and analysis skills
- Promote best practice in service delivery by contributing to the development of service policies and systems

### Planning & Initiative

- Demonstrated capacity to set and achieve goals through planning, organising and implementing in a consultative and cooperative manner

## DUTIES AND RESPONSIBILITIES

1. Provide counselling and support to individuals (and couples where appropriate) affected by family violence
2. Undertake client risk assessments and needs identification in a timely manner.
3. Provide appropriate support, including development of safety plans and respond to immediate needs (including liaison with accommodation providers, Centrelink, courts etc)
4. Co-facilitate and where appropriate assist in the design, delivery and evaluation of SCH group programs
5. Undertake partner contact and safety assessments for (ex)partners of participants in SCH Men's Behaviour Change programs
6. Participate in (and where appropriate represent SCH) professional networks and forums related to Family Violence
7. Liaise with other health professionals regarding clients and group management.
8. Participate in, and contribute to, Centre based programs.
9. Be available as a speaker to local community groups.
10. Engage in regular management supervision and participate in reviews and evaluation of work performed to ensure it is effective and appropriate to the Centre's Goals and Objectives.
11. Attend internal meetings, program planning and professional development activities
12. Contribute to SCH health promotion activities as agreed
13. Perform general administrative tasks including accurate and timely professional client records via TrakCare system
14. To engage in ongoing professional development
15. Other duties as required to achieve position specific or organisational objectives

## KEY SELECTION CRITERIA

### Essential

1. Understanding and experience in working with client experiencing Family Violence and demonstrated commitment to welfare and safety of women and children affected by family violence
2. Well-developed counselling and case work-skills
3. Well-developed group work / facilitation skills and experience
4. Ability to maintain professional boundaries and self-care.
5. Sound knowledge of the welfare and family violence sectors
6. Experience working with a diverse client group
7. Understanding and commitment to the social model of health
8. High level relationship, communication and interpersonal skills and the ability to operate in a collaborative manner within the organisation
9. Demonstrated commitment to upholding privacy and confidentiality
10. Initiative, creativity, energy, compassion
11. Hold a current Victorian Driver's Licence

### Highly Desirable

1. Proficiency in Microsoft Office applications including Outlook
2. Proficiency in use and administration of TrakCare client management systems
3. Experience in Community Health environment

## VARIATIONS TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied during the term of your employment

## AGREEMENT:

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name (please print):

**Signature:**  
*(Incumbent)*

**Date:**

**Review Date: 2020** or as required