



WESTERN REGION HEALTH CENTRE LTD

POSITION DESCRIPTION

Position:	Family Violence Counsellor and Support Worker
Location:	72 Paisley Street Footscray 3011 (However the position may be required to work from co-locations across the western metropolitan region)
Job Status:	0.8EFT – Full Time (Negotiable) – On-going
Conditions of employment:	SACS, Social Worker Class 2
Authority re Appointment:	General Manager, Primary Care and Health Information
Reports To:	Program Manager, Counselling and Support Services

The Family Violence Counsellor and Support Worker reports to the Program Manager Counselling and Support Services through the Team Leader, Counselling.

BACKGROUND

Counselling and Support Services comprises Counselling (Community Health Counselling & Family Violence Counselling for Women) and the Victims Assistance and Counselling Program. These programs are supported by a Counselling & Support Intake Service.

Western Region Health Centre (the Community Health Services Lead Agency on behalf of Djerriwarrh Health Services, ISIS Primary Care and Doutta Galla Community Health Centre) provides Family Violence Counselling & Support to Women as members of the Western Integrated Family Violence Partnership. The other consortium members are Women's Health West, Elizabeth Hoffman House and MacKillop Family Services.

WIFVP is funded by DHS Integrated Family Violence Services for Women and Children and provides a range of services, which are managed by each organisation and supported by a governance model that promotes safer individual lives and a safer society by encouraging the development, coordination and effectiveness of a flexible and innovative model of integrated family violence services that are gender sensitive, culturally appropriate and responsive to individuals, families and communities who experience violence.

POSITION OBJECTIVES

- To assist women and children to recover from experiences of family violence.
- To provide a counselling service for women who have experienced family violence.
- To support women and children who risk being unsafe in the family environment.
- To reduce isolation and improve social networks for women and children who have experienced, or risk experiencing family violence.

Position Description: *Family Violence Counsellor and Support Worker*

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Date Revised: *2/23/2010*

POSITION REQUIREMENTS

The primary role of the Family Violence Counselling and Support position is to provide counselling and support to women and their accompanying children who have experienced family violence. The support role includes intake, risk assessment, safety planning and casework as appropriate. Provision of secondary consultation to internal and external service providers is an important aspect of the position. Group work may also be an aspect of the position.

The Family Violence Counsellor and Support Worker will participate in the Counselling and Support Intake across counselling and support programs of Victims of Crime, Family Violence and Community Health Counselling clients.

The Family Violence Counsellor and Support Worker will seek to empower women, assist women understand the gendered nature of violence and its impact, and support women to recognise that responsibility for violence lies with the perpetrator. The position will support women to recognise their strengths and resources and enable women to explore strategies to ensure safety including that of any children.

1. Intake and Assessment

- Participate in the Counselling & Support Intake as required on a rostered basis.
- Identify initial needs and undertake a risk assessment of a range of clients (e.g. victims of violent crime, community health counselling, family violence).
- Provide a prompt, accessible information and referral service.
- Conduct client risk assessments and safety planning.
- Provide appropriate internal and external referral pathways.
- Provide relevant information to clients.

2. Clinical

- Provide initial counselling within a *single session* framework, with additional casework as appropriate.
- Provide ethical, responsible and professional goal directed, short-medium term client-centred counselling & support services to women and accompanying children who have experienced or are at risk of experiencing family violence within a family sensitive approach.
- Provide casework, referral and advocacy to clients particularly where this would enhance the therapeutic work and/or where other services are not available.
- Liaise with other service providers in relation to individual clients needs.
- Document client assessment, care plans, intervention and progress on client's treatment plan on the Centre's electronic client information management system.
- Provide services in a manner that are sensitive to each client's background and beliefs (e.g. cultural).
- Plan, implement and evaluate health promotion activities, including group work, based on community needs.
- Maintain an up-to-date working knowledge of relevant resources, legislation, frameworks and approaches.
- Participate in a team approach to the work.

3. Group Work and Community Education

- Provide secondary consultation to service providers.
- Provide information about family violence counselling to women and services.
- Develop and facilitate family violence groups as required.
- Represent the agency in forums, networking and working groups.
- Coordinate education sessions with existing networks.

4. General Organisational Requirements

- Participate in strategic planning and development activities as required.

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- Undertake specific projects or tasks as directed by the Counselling Team Leader.
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures.
- Participate in WRHC Research & Evaluation projects as required.
- Work across sites as required.
- Adhere to administration requirements in relation to the use of Centre equipment, e.g. Centre vehicles.
- Undertake other duties as directed by the Team Leader or Program Manager.

5. Commitment to the philosophy of Western Region Health Centre

- Be committed to the philosophy expressed in the centre's vision, goals and values statements.
- Be committed to work within a community focused whole of population health approach.
- Be committed to working within a service which includes targeting of marginalised communities.
- Be committed to providing services in a manner that is sensitive to the cultural background of clients.

6. Professional standards/development

- Participate in and contribute to quality improvement programs to meet service/accreditation standards.
- Comply with legislation relevant to this position.
- Adhere to child protection principles.
- Adhere to standards documented in *Practice guidelines: Women and children's family violence counselling and support programs*.
- Maintain and develop clinical standards of practice and skills by pursuing internal and external professional development opportunities.
- Meet targets for hours of service provision and number of contacts for counselling services as stipulated in the DHS Funding and Service Agreement.
- Participate in student training/placements as appropriate.
- Participate in regular supervision meetings and an annual Individual Development Review process with the Counselling Team Leader.

KEY SELECTION REQUIREMENTS

Mandatory

- Tertiary Qualifications in Social Work with eligibility to membership of AASW or an equivalent qualification as determined by WRHC.
- Minimum of 2 years demonstrated experience in the provision of a high standard of client centred counselling for the target population.
- Demonstrated understanding of the social and gendered context of family violence and skills in working with women who have experienced family violence.
- Understanding of relevant risk and needs assessment frameworks.
- Sensitivity to, and an understanding of, the particular needs of clients from indigenous and culturally and linguistically diverse backgrounds
- Effective interpersonal communication skills (verbal and written).
- Time and stress management skills and demonstrated ability to follow through tasks to completion.
- Working knowledge and expertise of information technology systems and software such as Microsoft Word, Outlook and client management systems.
- A current Victorian driver's licence.

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Desirable

- Specialist training/skills in working with women and children who have experienced family violence.
- Understanding of trauma and client-centred models of counselling relevant to a family violence context.
- Family Therapy/systems qualifications and experience and an understanding of child development and the impact of violence on children.
- Group work experience.
- Previous experience in a community based setting.
- Ability to speak a relevant community language.

OTHER RELEVANT INFORMATION

- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- **Working with Children Check** - Appointment to the position will be subject to a satisfactory Working with Children Check
- Probation period of three (3) months
- Recipients of Voluntary Departure Package (VDP) are ineligible to apply
- Employees are requested to comply with the Centre's policy on staff immunisation

Employee signature: _____

Employee name: _____ Date: _____

Manager signature: _____

Manager name: _____ Date: _____