

Position Description

Title	Family Violence Counsellor
Business Unit	Children, Youth and Families
Location	126 Raymond Street Sale
Employment type	Maximum Term position until 31 July 2021 Full-time (negotiable)
Reports to	Manager Children, Youth and Families (Team 3)

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Family Violence Counsellor will provide counselling and therapeutic group work for women and children who have been victims of family violence.

2. Scope

Budget:

nil

People:

nil

3. Relationships

Position Description

Family Violence Counsellor

Internal

- Executive and Senior Program Management
- Employees, volunteers, students & contractors
- Uniting Corporate, Support Services and Mission divisions
- Other Operational services

External

- Consumers
- Department of Families Fairness and Housing
- Other Community Service Organisations as required

4. Key responsibility areas

Provision of Treatment Services

- Provide counselling and therapeutic group work for women and children who have experienced family violence.
- Provide secondary consultations to members of the Family Services team to assist them when working with women and/or children who are victims of family violence.
- Establish and maintain resources relevant to supporting women and children who are experiencing family violence.
- Provide referral for women and children to relevant support agencies such as housing, financial counselling and family violence case management services.
- Proactively participate in, and support networks that are improving outcomes for women and children experiencing family violence.
- Ensures a flow of information between relevant external stakeholders and client/stakeholders
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner
- Other duties as directed

Administration, quality and risk

- Maintain comprehensive and up to date records and case notes in Client Management System ensuring case notes and other client information is recorded according to service standards and practice
- Be proactive in risk identification, notification and management
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program.
- Undertake review and evaluation of program and professional practice
- Participate in agency quality accreditation processes

People and teams

- Collaborates with team members, sharing expertise to facilitate best outcomes for carers
- Participates in networks and other relevant bodies as appropriate as directed by line management
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.

Position Description

Family Violence Counsellor

- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position

5. Person specification

Qualifications

- Bachelor qualification in Social Work / Qualification in Counselling or equivalent tertiary related field

Experience

- Demonstrated skills in providing counselling and therapeutic group work
- Demonstrated experience in designing, planning, delivering and evaluating group work programs
- Strong skills in needs and risk assessment and safety planning.
- Knowledge of a range of theoretical frameworks relevant to working with women and children, especially those related to family violence.
- Cultural awareness and previous experience in working with differences in culture, religion and sexual orientation.
- Effective interpersonal and communication skills (written and oral)
- High level organisational skills, including time management
- Ability to work both autonomously and within a team environment

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal

Position Description

Family Violence Counsellor

skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports

- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		