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**JOB DESCRIPTION**

**Position**: **TDVHS (Domestic Violence and Homelessness) Clinician**

**Service**: Toora Domestic Violence and Homelessness Service

**Classification**: MEA Level 6-7

**Appointment Type**: Permanent 72 hours per fortnight (9 days)

**Minimum Qualifications**: Tertiary qualifications in Social Work, Psychology or Counselling

PRACTICE FRAMEWORK:

Toora Women Inc. supports women with complex issues who have experienced past or present traumas such as domestic and sexual violence; women impacted by their own or another’s drug and alcohol use and/or mental health issues; women experiencing homelessness or needing support to stay out of the homelessness system; and women in the ACT corrections system.

Our current Drug and Alcohol and Homelessness programs range across a variety of settings such as crisis and transitional accommodation, day program and outreach support. This allows Toora to provide a wrap-around trauma-informed care model, in an integrated service system. We deliver these complex services within a human rights and gendered framework.

All services are based on a theoretical model of recovery, respect and empowerment. This includes encouraging self-help and minimizing the effects of institutionalization and the harm associated with dependencies.

Toora Women Inc. is committed to employing women whose life experience and skills match that of the target groups of our services.

**SUMMARY OF BROAD PURPOSE OF THE POSITION**

The TDVHS clinician will work within a small team to provide a quality service to women with complex needs. The TDVHS clinician will provide psycho-educational support and counselling to women individually and where necessary in a group format. Individual counselling sessions will provide support to women with complex issues who have experienced past or present traumas such as: the impact of their own or another’s drug and alcohol use, mental health issues, domestic and family abuse, homelessness, or sexual violence. Psycho-educational groups will be facilitated based on evidence-based models. The TDVHS clinician will also work as part of a care team with case coordinators, supporting women experiencing homelessness or needing support to stay out of the homelessness system, and women in the ACT corrections system. The TDVHS clinician will be predominately office-based, yet some outreach will be required, including some outreach to the Alexander Maconochie Centre (AMC) correctional facility as part of our Coming Home program.

The TDVHS clinician is bound by a code of ethics, good practice and confidentiality and is required to attend regular clinical supervision and an ongoing program of continual professional development.

**PERSON SPECIFICATION/ SELECTION CRITERIA**

* Tertiary qualifications and registration in Social Work, Psychology or Counselling equivalent
* Registration (or eligibility) under peak governing body; AASW, PACFA, ACA or AHPRA.
* Minimum 2 years counselling experience working with traumatized populations.
* Counselling and case management skills
* Understanding of AOD, homelessness, sexual assault, domestic violence and issues of cultural difference and intersectionality
* Circle of Security training desirable, but not essential
* Network and community liaison skills
* Group work skills
* Communication and report writing skills
* Demonstrated ability to incorporate gendered perspective within counselling frameworks.
* Proficient computer skills including the use of Microsoft office applications
* Ability to work as part of a team
* Current drivers license and Working With Vulnerable People Registration

**JOB SPECIFICATION**

**Specific Accountabilities**

1. **Reporting/Working Relationships**

The TDVHS clinician is ultimately responsible to the Director of Service Delivery. She will be supported by and be responsible to the TDVHS Services Manager on a day-to-day basis.

This position requires the development and maintenance of strong working relationships with:

* Director of Service Delivery and Managers
* TWI Executive Team
* TWI sister services
* Allied health professionals
* Other relevant government and NGO services

1. **Conditions of Employment:**

* The duties of this position may be adapted to changing organisational requirements as determined by the Toora Women Inc. planning processes. Any change to the job description will not occur without consultation with the staff concerned.
* Must possess a current driver’s license and be willing to drive.
* Must possess Working with Vulnerable People Registration and successful Police Check.
* Required to work from any location, within integrated Toora Inc. service system.
* Must adhere to the policies and procedures of the organisation.
* Must work respectfully and collaboratively with other team members

**Statement of Key Activities:**

Counselling Case Management

* Maintain a counselling caseload for women with complex needs and their families (where appropriate).
* Plan, conduct and evaluate therapeutic groups, where required.
* Deliver training workshops internally and externally.
* Provide outreach to Toora sites and other locations, where required.
* Participate in inter-Toora case conferences, where appropriate
* Provide interim counselling and referral, where appropriate.
* Provide information and referral to other community, health, legal and welfare agencies, as appropriate.
* Support the clients and their families through the legal system in which they become involved, where appropriate
* Provide advocacy and support
* Collect, enter and regularly review necessary data for the effective delivery of a counselling service.

Professional Practice, Professional development and Performance Management

* Maintain appropriate registration
* Engage in professional development activities.
* Attend clinical supervision.
* Attend to regular supervision with the TDVHS Service Manager and accept direction.
* Participate in performance management/appraisal activities as determined by the organisation.
* Contribute to the development of new procedures and methodology
* Supervise, mentor and/or support workers or volunteers in new roles, as required.
* Participate in ongoing monitoring and evaluation of counselling and service delivery

Administration

* Provide assistance to the TDVHS Service Manager with data collection.
* Provide input and participate in review of service policies and procedures.
* Understand all areas of computer operations to meet the needs of the job
* Provide reports on progress of activities and programs including recommendations and improvements, as required
* Undertake a minor phase of a broader or more complex professional assignment, where required.

Teamwork, Networking and Liaison

* Participate in meetings (including Advisory), as required.
* Represent Toora Women Inc. in a professional manner on external committees or working parties as required.
* Maintain effective, positive relationships with all relevant stakeholders.

Work Health Safety / Quality Improvement Systems

* Adhere to Toora Women Inc. WHS policies and procedures including self-care policy.
* Take reasonable care to protect their own health and safety at work and meet all obligations under the WHS Act 2011
* Work in accordance with relevant sector standards and participate in Toora Quality Improvement Systems including auditing, surveys and needs analysis.
* Provide reports on progress of activities and programs including recommendations and improvements

General Accountabilities

* Undertake other duties, as directed

*Version 1 January 2022*