

## **JOB DESCRIPTION**

<b>Position:</b>	Counsellor (First Nations)
<b>Service:</b>	Toora Domestic Violence and Homelessness Service
<b>Classification:</b>	MEA Level 7
<b>Appointment Type:</b>	Permanent full time role, 76 hours per fortnight

## **PRACTICE FRAMEWORK:**

Toora Women Inc. supports women with complex issues who have experienced past or present trauma, such as:

- domestic, family and sexual violence
- mental health issues
- drug or alcohol dependency
- homelessness or needing support to stay out of the homelessness system
- time in ACT Corrections.

Our current domestic violence, homelessness and AOD health treatment programs range across a variety of settings, such as, crisis, transitional and head tenancy accommodation, day programs, counselling and outreach support. This allows Toora to provide wrap-around trauma-informed care within 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 institutionalisation and the harm associated with dependencies.

## **SUMMARY OF BROAD PURPOSE OF THE POSITION**

The counsellor will work within a small counselling team to provide a quality service to women with complex needs. 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, family and sexual violence, along with supports around homelessness or needing support to stay out of the homelessness system, and women in the ACT corrections system.

The counsellor 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.

## **JOB SPECIFICATION**

### **Specific Accountabilities**

#### **Reporting/Working Relationships**

The Counsellor is ultimately responsible to the CEO. She will be supported by and responsible to the Counselling Services Manager on a day-to-day basis.

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

- Service Delivery Director
- TWI Executive Team
- TWI Leadership Team
- AOD and TDVHS programs
- Allied health professionals
- Other relevant government and NGO services

#### **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.
- Some out of hours and on-call work may be required.
- 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

#### **Counselling and 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 as required.
- Provide outreach to Toora sites and other locations, where required.
- Participate in 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**

- Engage in professional development activities.
- Attend clinical supervision.
- Attend to regular supervision with the 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 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 to 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

**SELECTION CRITERIA / PERSON SPECIFICATION** – Please address the below criteria in a cover letter as part of your application (max 2 pages)

**Special Measures:** This position will only be open to Aboriginal or Torres Strait Islander applicants. The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and section 27 of the Discrimination Act 1991 (ACT).

### **Essential Qualifications**

- Bachelor level qualification in relevant field (Social Work, Social Science, Counselling or Psychology) OR Diploma of Counselling.
- Minimum 3 years counselling experience working with traumatized populations.
- Possess a valid ACT Working with Vulnerable People registration and a satisfactory National Police Check.
- Possess a current driver's license and be willing to drive.

### **Selection Criteria**

- Counselling and case management skills
- Tertiary qualifications and registration in Social Work, Psychology or Counselling equivalent
- Minimum 3 years counselling experience working with traumatised populations.
- Understanding of AOD, sexual assault, domestic violence, homelessness and issues of cultural difference
- 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 and to build strong relationships with colleagues and clients
- High levels of personal integrity and committed to living our organizational values everyday.

*Our Mission: Safety, Respect and Choice for Women*