



## **POSITION DESCRIPTION – Sexual Assault Services**

<b>Position:</b>	Counsellor Advocate
<b>Team:</b>	Sexual Assault
<b>EFT:</b>	Refer to your contract
<b>Hours:</b>	9:00 am – 5:06 pm
<b>After Hours:</b>	Rostered on a shared based, optimally, one week in seven and at times one week in three with sick leave / annual leave.
<b>Accountable:</b>	OMCASA Services Manager

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### **BACKGROUND:**

Centre Against Violence (CAV) was previously known as Upper Murray Centre Against Sexual Assault (UMCASA). The original organisation UMCASA was established in the early 1990s by a group of people from north east Victoria. In 1992, the organisation was incorporated under the Associations Incorporation Act and has always been managed by a community based Board of Management. In 2012 the new name of Centre Against Violence was created to incorporate the diversity of programs operating under the auspice of the organisation.

CAV receives core funding through the Victorian Government Department of Health and Human Services, Children and Family Services branch. From time to time special project funding is sought from other sources.

CAV operates within a feminist framework in respect of our understanding and analysis of sexual assault and family/domestic violence. CAV provides crisis care and case management for victim survivors of family violence attending to safety and recovery within a MARAM framework. CAV also provides advocacy, information and support to adults, children and young people who have experienced sexual assault and their supporting family members and friends. We also offer services to children under 10 with problem sexual behaviour and young people 10 to 18 with sexually abusive behaviours.

CAV is committed to helping people of all gender identities, ethnicities, races, sexual orientations, religions, ages and physical abilities. This includes trans, gender diverse and non-binary people of all gender identities and expressions as well as cisgender women and men. We respect and celebrate the diversity within our communities and workplace and recognise that people may use different terms to describe their identity and experiences.

At CAV you are required to include and celebrate differences such as gender, age, culture, disability, sexual orientation, religion, spirituality, family and caring responsibilities. These are all valued, respected and celebrated.

CAV is linked to the Victorian after hours sexual assault crisis telephone service: SACL. Our agency provides 7 days per week 24 hours per day crisis care service to victim survivors of recent sexual assault (Recent = past two weeks).

CAV is also linked to Safe Steps, the state-wide family violence crisis service. CAV provides 24/7 crisis care for victim survivors affected by family/domestic violence.



Rostered after hours work is an important role shared by CAV staff in both the Sexual Assault Service and the Family Violence Crisis Accommodation and Support Service.

CAV refers to the following Codes of Practice:

- Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim- Survivors 2<sup>nd</sup> Edition 2020 DV Vic
- CEASE – Intervention network for children and young people displaying sexually abusive behaviours
- CASA Forum - The Victorian Centres Against Sexual Assault Inc Standards (Peak body for the 16 Victorian CASAs)
- CAV's policies and procedures are supported by the Standards of Practice.

CAV operates a service delivery system which complies with the requirements of ISO:9001 Quality Management System, Human Services Standards and committed to the Rainbow Tick Standards.

Workers employed in CAV programs are provided with permanent employment subject to funding for this program being retained and to successful completion of six months' probation demonstrated by compliance to the terms of employment described in the CAV Employment Agreement which includes all requirements of the Quality Management System.

### **ACCOUNTABILITY:**

Responsible to the OMCASA services Manager and through the CEO to the Board of Management of the Centre Against Violence (CAV).

### **AWARD:**

Salary and employment conditions are in accordance with the **Social, Community, Home Care and Disability Services Industry Award 2010**. Pay point will be negotiated according to qualifications and experience.

### **LOCATION:**

The Administrative base of the service is at Wangaratta. Full service is provided from Wangaratta, Wodonga and Benalla. Outreach services are provided routinely in other areas of the North East according to demand.

### **MAIN PURPOSE:**

The main purpose of the position is to provide a specialist counselling/advocacy service to recent and past victim survivors of sexual assault and their family members and friends. Services provided include individual counselling, advocacy, court preparation and support, group work and preparation of legal and other reports. Another important part of the position is to participate in the therapeutic treatment service which provides assessment and intervention services to children less than ten years of age who present with problem sexual behaviour and to young people who have sexually abusive behaviour. Support to this program may include assistance with assessment and with group work.



The agency also provides education and public advocacy activities in the community along with secondary consultation and professional training to other workers. The Counsellor Advocate is required to participate in this work.

**HOURS:**

As per your contract

**QUALIFICATIONS AND EXPERIENCE:**

It is expected that applicants will hold a degree in Social Work or Psychology. The successful applicant will demonstrate knowledge and understanding of the issue of sexual assault and will have relevant counselling skills and work experience.

**KEY TASKS**

**1. DIRECT SERVICE PROVISION:**

- 1.1 To provide crisis, short to medium term and long term counselling, advocacy and support to victim survivors of sexual assault (children, adolescents and adults).
- 1.2 To provide information and appropriate referral to victim survivors children who have experienced sexual assault.
- 1.3 To provide counselling support to supporting family members, partners or friends of victim survivors.
- 1.4 To develop and maintain effective working relationships with other relevant services.
- 1.5 To co-facilitate groups for victims of sexual assault and/or family members.
- 1.6 To participate in the work associated with the therapeutic treatment program for children under ten with problem sexual behaviour and young people ten and under eighteen with sexually abusive behaviour.

**2. PROFESSIONAL AND COMMUNITY EDUCATION:**

- 2.1 To provide secondary consultation to other workers involved in working with victim survivors of sexual assault and also those working with children/young people with sexually abusive behaviours.
- 2.2 To provide professional training and community education to other workers, in order to increase awareness in the local community about sexual assault issues.

**3. QUALITY MANAGEMENT, PLANNING AND SERVICE DELIVERY:**

- 3.1 Participate in the work to the standards required by the quality management system which is articulated to staff members through a range of policies, information sheets and work instructions. Assist CAV to plan for ongoing improvements to existing service and to plan for future service delivery to clients of CAV. All staff members practice in a responsive client centred approach at all times.
- 3.2 Fully participate in the quality management systems development, maintenance and review at CAV.



**4. TEAM WORK:**

4.1 A commitment to strengths based teamwork and participation in team meetings, supervision and other team activities as required.

4.2 Demonstrate an understanding of and a commitment to work in accordance with the Confidentiality and Equal Opportunities Policies of CAV.

4.3 Communicate inclusively with colleagues and leaders using CAV values of respect, commitment, trust, integrity and equity at all times.

**5. ADMINISTRATION:**

5.1 Maintain confidential and accurate client records and prepare reports as per CAV policy and procedures.

5.2 Maintain statistical records as required. Participate in other data collection as required and in the timelines required.

5.3 Contribute to staff reports, annual reports and other agency reports as required.

**6. PROFESSIONAL DEVELOPMENT:**

6.1 Participate in professional development in order to pursue the development of relevant specialist skills and knowledge that will extend the range of skills and therefore the quality of service available to victim survivors of sexual assault and children/young people with sexually abusive behaviours.

6.2 Participate in individual and peer supervision in order to continue to deliver good quality services and to improve that service on an ongoing basis.

6.3 Participate in and contribute to the development of critically reflective practice in a team environment.

**KEY SELECTION CRITERIA:**

1. Commitment to the philosophy of Centre Against Violence and to the values it upholds.
2. Experience in:
  - a. Counselling victim/survivors of sexual assault
  - b. Crisis intervention
  - c. Telephone counselling
  - d. Short, medium and long term counselling.
3. Well-developed understanding of the broad range of issues surrounding sexual assault.
4. Well-developed counselling theories/frameworks that have an evidence base related to effectiveness.
5. Knowledge of rural issues and needs and an understanding of the specific issues for victims of sexual assault in a rural context.



6. Experience in providing secondary consultation to professionals.
7. Commitment to teamwork and democratic work practices.
8. Commitment to professional supervision, development and support.
9. Ability to travel extensively in North East Victoria and to Melbourne as required.

**DESIRABLE SKILLS:**

1. Skills and experience in working with children who are victims of sexual assault and their families
  2. Knowledge of and interest in working with children with problem sexual behaviour and their families.
  3. Group facilitation skills and experience.
  4. Understanding of community and adult education principles and the ability to provide education and training to community members and professionals.
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- *The successful candidate holds a current Victorian Drivers Licence without risk of loss through demerit points.*
  - *The successful candidate holds or is willing to undertake a current Police Check and WWC ensuring their suitability as an employee of CAV.*
  - *Is not and has not been subject to an intervention order by this title or any other used in Australia or overseas*
  - *The successful candidate agrees that CAV selection panel reserves the right to contact previous employers and organisations that have contracted the candidate even if such contacts have not been named as referees for the purpose of checking authenticity and claims to experience/knowledge.*
  - *The successful candidate, when offered the position, accepts the position with a declaration that there is no health status, either physical or mental that disables their ability to work effectively on a daily basis and notifies CAV if there is any need for modification to aid them at work.*