



POSITION DESCRIPTION – Sexual Assault Services (SAS) Team Leader

Position: Team Leader

Team: Sexual Assault

EFT: Refer to your contract

Hours: 9.00 – 5.06

After Hours: Rostered on a shared based, optimally, one week in seven and at times, one week in three with sick leave / annual leave.

Accountable: OMCASA Services Manager

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 2nd 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 Wangaratta. The service has two sites: one at Wodonga and one at Wangaratta. An outreach service is also offered to Benalla, Myrtleford and Mansfield. Refer to your contract for your base.

MAIN PURPOSE:

The main purpose of the position is to provide oversight of daily responses to clients for the sexual assault team in the location assigned (Wangaratta and outreach or Wodonga outreach) ensuring

- Professional supervision is provided to supervisees
- Annual Performance Appraisal



- Professional Development planning
- Assisting team to integrate directions from the OMCASA Services Manager about the model and any legislative/policy or practice changes as they emerge
- Consults are available to the team within the limits of the role
- In consultation with the OMCASA Services Manager ensure that intake/allocation and wait list management are in sight at all times
- Supporting newly employed Counsellor Advocates by actively helping them to use the systems required to care for clients
- An active role is taken in responding to stakeholders including professional development activities.
- When the OMCASA Services Manager is on leave the team leader/s are expected to take up all CASA roles including problem management, oversight of clients waiting and being allocated and complaints.

It is also to provide a specialist counselling/advocacy service to victim survivors who have experienced recent and/or past sexual assault and also to 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 under 10 years of age with problem sexual behaviour and young people 10-18 years of age with sexually abusive behaviours.

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 issues of sexual assault and will have relevant counselling skills and work experience.

KEY TASKS

1. Hold a clinical caseload from the Sexual Assault Service and the Sexualised Abusive Behaviours Treatment Service.
2. Provide clinical supervision to Counsellor Advocates as directed by OMCASA Services Manager.
3. Allocate clients to Counsellor Advocates ensuring the wait list is attended to which includes monitoring wait times, contacting clients who are waiting for service and providing Wait List data to DHHS quarterly.
4. Co-ordinate peer supervision/discussion with the team on a weekly basis alternating the focus between SAS and SABTS when required to do so by the OMCASA Services Manager.
5. Contribute to the education of professional and community sectors:
 - a. Provide secondary consultation to other workers involved in working with adults and children affected by sexual assault and also those working with children/young people with sexually abusive behaviours.
 - b. Provide professional training and community education to other workers, in order to increase awareness in the local community about family violence issues, sexual assault and SABTS.



6. Contribute to happiness at work by supporting staff members in their activities, maintaining a positive approach to all programs, strategic and operational planning, application of quality management systems and maintaining a partnership with the CEO/OMCASA Services Manager that contributes to the dynamic capacity of the organisation to be strongly strategic in the sector.
7. Meet with the CEO/OMCASA Services Manager for leadership supervision and coordination purposes.
8. 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 clients.

KEY SELECTION CRITERIA:

1. Commitment to the philosophy of Centre Against Violence and to the values it upholds.
2. Leadership knowledge and skills that will enable supervision of a team of Counsellor Advocates working in two distinct programs and in support of the safety and recovery of adults and children.
3. Well-developed counselling theories/frameworks relevant to
 - a. Counselling
 - b. Crisis intervention
 - c. Telephone counselling
 - d. Short, medium and long term counselling
 - e. Children and young people requiring treatment for Problem and abusive sexualised behaviours
 - f. Working with families
4. Well-developed understanding of the broad range of issues surrounding sexual assault and family violence.
5. Knowledge of rural issues and needs and an understanding of the specific issues for CAV clients in a rural context.
6. Strongly capable of maintaining strategic and operational professional relationships internally and externally.
7. Commitment to teamwork and democratic work practices with a demonstrated capacity to work respectfully and progressively with supervisees and supervisors.
8. Commitment to professional supervision, development and support.
9. Ability to travel extensively in North East Victoria and to Melbourne as required.



10. Relevant formal graduate and post graduate qualifications and holding professional registration.

11. Working with Children's Check, Police Check and Professional Body membership or willing to apply for these checks/membership.

- *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.*