



POSITION DESCRIPTION – Sexual Assault Services

Position:	Counsellor Advocate
Team:	Sexual Assault
EFT:	Refer to your contract
Hours:	9:00 am – 5:06 pm
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:	Therapeutic and Community Services Manager

BACKGROUND

Centre Against Violence (CAV) is managed by a community-based Board of Management and receives core funding through the Victorian Government Department of Families, Fairness and Housing. 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 and young people under 18 years old who are identified as having harmful sexual 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.

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.

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
- HSB– Intervention network for children and young people identified as using harmful sexual behaviours
- SAS Victoria- the peak body for sexual assault services and harmful sexual behaviours services. Standards of practice produced under the SAS Victoria networks guidelines are upheld.
- CAV's policies and procedures set standards of practice

CAV operates a service delivery system which complies with the requirements of ISO:9001 Quality Management System, Human Services Standards and 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 Therapeutic and Community Services Manager and through the CEO to the Board of Management.

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.

THE ROLE - PURPOSE

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

Hours can be negotiated and will be set out within the employment 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

Direct Service Provision

- Provide crisis, short to medium term and long-term counselling, advocacy and support to victim survivors of sexual assault (children, adolescents and adults).
- Provide information and appropriate referral to victim survivors' children who have experienced sexual assault.
- Provide counselling support to supporting family members, partners or friends of victim survivors.
- Develop and maintain effective working relationships with other relevant services.
- Co-facilitate groups for victims of sexual assault and/or family members.
- Participate in the work associated with the therapeutic treatment program for children under ten with problem sexual behaviour and young people between ten and eighteen with sexually abusive behaviour.



Professional & Community Education

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

Quality Management, Planning & Service Delivery

- 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.
- Support ongoing improvements to existing service and to plan for future service delivery to clients. All staff members practice in a responsive client centred approach at all times.
- Fully participate in the quality management systems development, maintenance and review.

Teamwork

- Commitment to strengths-based teamwork and participation in team meetings, supervision and other team activities as required.
- Demonstrate an understanding of and a commitment to work in accordance with the Confidentiality and Equal Opportunities Policies of CAV.
- Communicate inclusively with colleagues and leaders using CAV values of respect, commitment, trust, integrity and equity at all times.

Administration

- Maintain confidential and accurate client records and prepare reports as per CAV policy and procedures.
- Maintain statistical records as required. Participate in other data collection as required.
- Contribute to staff reports, annual reports and other agency reports as required.

Professional Development

- Participate in professional development to expand and extend relevant specialist skills and knowledge relating to victim survivors of sexual assault and children/young people with sexually abusive behaviours.
- Participate in individual and peer supervision in order to continue to deliver and improve quality services.
- 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. Understanding of the broad range of issues surrounding sexual assault.
3. Knowledge of counselling theories/frameworks that have an evidence base related to effectiveness.
4. Knowledge of rural issues and needs and an understanding of the specific issues for victims of sexual assault in a rural context.



Desirable Skills

- Skills and experience in working with children who are victims of sexual assault and their families
- Knowledge of and interest in working with children with problem sexual behaviour and their families.
- Group facilitation skills and experience.
- Understanding of community and adult education principles and the ability to provide education and training to community members and professionals.

SAFETY SCREENING

- *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 WWCC 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.*
- *A minimum of two references are required and must be from an Organisation/Company phone number rather than a mobile phone number.*
- *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.*