



POSITION DESCRIPTION

August 2016

Position:	Youth Counsellor and Group Facilitator
Employment Period:	0.8 EFT 20 months fixed term
Exemption:	VCAT Exemption No. A128/2012 (subject to Equal Opportunity Act 2010)
Reports to:	Team Leader – Counselling
Remuneration:	Salary and conditions based on qualifications and experience in accordance with the Women's Health West Enterprise Agreement 2010 Level 3C, including 9.5% superannuation. Generous salary packaging options available as per WHW policy. An initial probationary period will apply as part of the employment offer and contractual agreement.
Located:	Women's Health West, 317-319 Barkly Street, Footscray Vic 3011

Organisational Context

Women's Health West (WHW) is the women's health service for the western metropolitan region of Melbourne. We focus on supporting women and their children to lead safe and healthy lives and on changing the conditions that cause and maintain inequity and injustice. We do this through two main complementary programs. Our health promotion program plans and implements activities designed to promote women's health, safety and wellbeing across the areas of sexual and reproductive health, mental health and the prevention of violence and discrimination. Our integrated family violence service provides a range of programs to women and children who experience family violence including court support, crisis housing and case management. We also provide services designed to promote healing and recovery, such as women's and children's counselling. We work collaboratively with communities, government and local agencies to influence public policy or change legislation, to improve access to services and resources, and to build individual, community and organisational capacity to improve the status of women. WHW is funded by local, state and federal government grants and receives additional funding from benevolent trusts and philanthropic organisations.

Position Purpose

The youth counsellor and group facilitator reports to the counselling team leader and is responsible for providing counselling interventions for young people (aged 12-17) and families who have been impacted by family violence in the western metropolitan region. This position conducts assessment of counselling needs, provides individual and family counselling interventions, and facilitates therapeutic group work for young people. The youth counsellor and group facilitator works in partnership and collaboration with family violence services and other key services to meet the needs of young people and families impacted by family violence. They also contribute to the development and achievement of team and organisation goals, and actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of WHW's strategic plan.

Key Result Areas and Responsibility

Conduct assessments of young people to determine counselling and group work needs and provide individual and family counselling interventions for young people who have experienced family violence.

- Undertake assessments of young people and their families to determine their individual needs.
- Undertake ongoing family violence risk assessments of young people and families.
- Provide therapeutic counselling interventions based on creative modalities (art therapy and/or play based therapy).
- Provide child centered family counselling interventions specific to the needs of the young person and their family.
- Attend regular 'placed based' outpost in Wyndham to improve access to counselling services for young people and their families.
- Provide support and advice to parents/caregivers regarding effective parenting strategies specific to the needs of the young person.
- Provide child-centred single session counselling as appropriate.
- Engage in reflective practice in supervision.
- Ensure client critical incidents are managed and documented as per WHW policy and procedures and DHHS critical incident instructions.

Plan and co-facilitate therapeutic groups for children, young people (and their family members) who have experienced family violence that are adaptive and responsive to identified needs.

- In collaboration with the counselling team leader contribute to the planning of therapeutic groups for children, young people (and family members)
- Ensure that therapeutic group activities are adaptive and responsive to identified needs of children, young people and families.
- Promote group work to key services who can provide referrals.
- Engage external organisations and co-facilitate the group with a team member and an external agency representative as relevant.

Maintain accurate file records, fulfil data collection requirements and all other documentation required.

- Maintain accurate case files, assessment documentation and case notes in a manner that will meet all auditing requirements of WHW, DHHS standards and legislative obligations.
- Ensure program data (IRIS) is collected to inform program planning and to meet data recording requirements of the DHHS and the WHW board.
- Performance of other duties that are required that are within the range of the employee's skills, competency and training.

Provide advice, support and secondary consultation to other WHW workers and external service providers to ensure maximum collaboration and enhanced referral pathways.

- Provide secondary consultation to external organisations regarding developmental needs of young people and the impacts of family violence.
- Actively promote WHW and our programs with our community partners to ensure maximum collaboration that supports positive outcomes for clients.

Contribute to the development and achievement of team and organisation goals through regular supervision and participation in professional development activities.

- Participate in regular supervision and annual appraisal to discuss clients, workload and professional development (every two weeks or as agreed by counselling team leader)
- Participate in regular external clinical supervision.
- Participate in training and prepare reports for the counselling team leader and team meetings.
- Participate in induction processes and probationary reviews as required.
- Role model respectful and professional behaviour within the work environment at all times including displaying initiative, openness, honesty, genuineness and transparency.

Contribute to processes that ensure collaboration and integration across and between WHW programs and services to achieve organisational goals and objectives.

- Promote a culture of collective learning and collaborative work practices, including respectful and positive communication within the team and organisation.
- Actively participate in team, program, stream and staff meetings and planning days.
- Actively participate in cross team and cross-stream mechanisms designed to facilitate links within and between the crisis response program, the integrated family violence services stream and the whole organisation, ensuring that collaboration is embedded in all aspect of WHW's operations.
- Participate in organisational continuous quality improvement and risk management frameworks.
- Engage in activities and behaviours that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of WHW's strategic plan.
- Engage in organisation-wide strategies, plans and events to enhance WHW's reciprocal engagement with our clients and communities, including the Client and Community Participation Plan, the Reconciliation Action Plan and the Feminist Audit Tool.

Key Selection Criteria

1. Tertiary qualifications in social work or related discipline and eligibility for registration with relevant professional body. Clinical training in using creative modalities with children / young people desirable.
2. Substantial direct service experience providing assessments and therapeutic interventions for children, young people and women who have experienced family violence and/or trauma, including those from diverse communities.
3. A highly developed understanding of child development theory and the impact of family violence on the child and parent relationship, and a sound understanding of theory and practice as it relates to the provision of family violence services to children, young people and women.
4. Experience in developing effective and collaborative working relationships with external partners and agencies to improve service user and program outcomes.
5. Demonstrated commitment to the provision of high quality services, feminist policy and practice, and a culture of respect, collaboration and continuous learning.
6. Sound computer skills including use of a data base environment.

PERFORMANCE MONITORING

An initial review of performance will be undertaken within **six months** of commencement, as per WHW's probationary policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed **biennially** as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ADDITIONAL INFORMATION ABOUT WHW

1. Women's Health West is an equal opportunity employer with VCAT Exemption No. A128/2012.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. Women's Health West is a Child Safe Organisation and employment is subject to the satisfactory completion of a national Police Record Check and a Working with Children Check. An international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.
4. In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All incidents and injuries must be reported and staff must co-operate with any measures introduced in the workplace to improve WH&S.

FURTHER INFORMATION

If you have specific queries about this position please contact Bree Jones, Team Leader – Counselling 9689 9588.

To apply for this position, please send your written application addressing the key result areas and key selection criteria marked 'Confidential' to the address below. Please include three nominated referees, including your most recent line manager.

Recruitment
Women's Health West
317-319 Barkly Street
FOOTSCRAY VIC 3011
recruitment@whwest.org.au

Closing Date: 5pm Friday 21 July 2017.