



## BARWON CENTRE AGAINST SEXUAL ASSAULT POSITION DESCRIPTION

<b>Title</b>	Counsellor Advocate, Crisis Care After Hours
<b>Classification</b>	Counsellor Advocate Grade 1
<b>Employment Type</b>	Casual
<b>Reports to</b>	Coordinator Crisis Care After Hours Service
<b>Work Location</b>	Geelong
<b>Date of review</b>	June 2017

---

### ORGANISATIONAL OVERVIEW

Established in 1978, the Barwon Centre Against Sexual Assault (Barwon CASA) is a specialist sexual assault and family violence service with office locations in Geelong and Horsham. Recently Minerva Community Services (Minerva) merged with Barwon CASA. The new organisation will operate under a new name in 2017.

The new organisation will strengthen and further enhance the services offered to clients and improve the effectiveness of both organisations in an external environment that is characterised by change and that is likely to offer new opportunities as a result of the Royal Commission into Family Violence.

Services provided by our organisation include crisis support, case management, specialist counselling and secure housing for women and children who have experienced family violence; specialist counselling to adults, young people and children who have experienced sexual assault either recently or in the past and to their non-offending parents, partners, family and friends; 24-hour crisis care for victims of recent sexual assault, including advocacy and access to medical care and justice services.

Our organisation holds a strong commitment to the prevention of gender based violence and we offer support for respectful relationship programs and promote gender equality to address violence supportive attitudes and cultures. The organisation also provides an early intervention service for children and young people under the age of 15 who have engaged in problematic or abusive sexualised behaviours.

Our service models are informed by feminist philosophy and we provide empowering, respectful and inclusive services and are committed to practice excellence. We offer community education and professional development and specialised training across the sector on the prevention of and response to gender based violence. This has included international learning exchanges.

Barwon CASA is an incorporated not for profit community organisation governed by a Board, with membership comprising prominent local corporate, government and academic representatives and community members. Funding is largely provided by the Victorian Department of Health and Human Services. We employ over 70 staff across the Barwon and Wimmera Districts.

We value our staff and strive to offer a positive, flexible and respectful workplace. We encourage continuous learning, growth and development and seek to achieve excellence in outcomes and organisational objectives.

Barwon CASA is a partner in the Barwon Multi-Disciplinary Centre (MDC) based in Geelong. The Barwon MDC is a highly successful model of co-location between CASA, Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT) and staff from Department of Health and Human Services, Child Protection. In this specialised model partner organisations work to support adult and child victims from first disclosure of sexual assault to investigation and criminal prosecution. Children who have experienced serious physical abuse are also supported within the MDC. MDCs provide highly specialised support and coordinated access to justice within an integrated, seamless environment.

## **VISION AND PURPOSE**

### **Vision**

Our vision is for a community free from family violence and sexual assault, and a society underpinned by the principles of gender equality, social justice and human rights.

### **Purposes**

The purpose of our organisation is:

- To provide services underpinned by feminist philosophy that are empowering, respectful and inclusive and which address barriers to service access.
- To provide high quality sensitive and responsive services to women and children who have experienced and been impacted by family violence and to people who have experienced and been impacted by sexual assault.
- To design and implement effective evidence based prevention of violence against women and gender equality programs and initiatives.
- To contribute to the evidence base and social policy frameworks which inform effective service provision
- To contribute to the systematic and social change necessary to eliminate family violence and sexual assault.

## **POSITION REQUIREMENTS**

1. This position is responsible to provide a specialist crisis care afterhours service, on a rostered on call basis and to participate in monthly team meetings, debriefing, group supervision, annual performance reviews and training.



**Barwon CASA  
Counselling  
Services**



## **2. Direct Service**

- 2.1 Provide crisis intervention, trauma counselling and psychological first aid to people who have experienced recent sexual assault and to their non offending families and friends.
- 2.2 Provide an overview of medical and legal options to assist in decision making processes
- 2.3 Liaise, consult and advocate with Victoria Police, forensic medical services, nursing and medical staff and other professionals as required
- 2.4 Consult the Barwon CASA telephone back up for issues requiring clarification and authorisation
- 2.5 Arrange priority next business day follow up by Barwon CASA Intake service and provide external referral information, as appropriate
- 2.6 Document case notes and record statistical information in the immediate aftermath of a callout.

## **3. Organisational responsibilities**

- 3.1 Undertake an average of four (4) on call rostered shifts per month incorporating weeknights, weekends and public holidays
- 3.2 Respond to crisis call out notifications received during rostered on call shifts in a timely manner
- 3.3 Participate in debriefing, group supervisions, monthly staff meetings and annual reviews on an afterhours basis
- 3.4 Provide support to colleagues by offering flexibility in swapping shifts and covering sick leave as necessary
- 3.5 Provide adequate notice for periods of leave off the roster
- 3.6 Comply with legislative, legal, professional and organisational requirements
- 3.7 Participate in Continuous Quality Improvement and the development of best practice
- 3.8 Commit to the vision, philosophy, aims and objectives of Barwon CASA and to cultural equity in service delivery
- 3.9 Other duties as directed.

## **KEY SELECTION CRITERIA**

Your application must address the following:

### **4. Essential Qualifications and Experience**

- 4.1 A relevant graduate or post graduate qualification in psychology, social work or other relevant discipline
- 4.2 A minimum one year relevant experience

### **5. Essential Skills and Knowledge**

- 5.1 Demonstrated competencies in assessment and risk management, crisis intervention and trauma counselling

- 5.2 Sound knowledge of the effect and impact of interpersonal trauma on adults, young people, children and their non offending families
- 5.3 A comprehensive understanding of the issues relating to sexual assault and family violence with a gendered feminist, structural, individual, legal and medical context
- 5.4 Demonstrated capacity to apply theoretical frameworks to practice
- 5.5 Demonstrated ability to advocate, liaise and practice collaboratively across complex systems
- 5.6 Ability to manage complex and demanding work with aptitude to practice independently, with a high degree of autonomy and to participate as a member of a high functioning team
- 5.7 Demonstrated ability to maintain accurate and confidential case notes
- 5.8 Current Victorian drivers licence

## **6. Other**

- Commitment to the vision, philosophy, aims and objectives of Barwon CASA.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

## **7. Referees**

Applicants must provide the name and current contact details of three professional referees including the most recent or current supervisor.

## **8. Period of Appointment**

This position is ongoing, dependent on the continuation of funding to the service.

## **9. Hours of Work**

The position is part-time, the hours of work will be rostered on call basis after hours (5:00pm – 8:30am weeknights and 9:00am – 9:00am weekends and public holidays)

Locations of the position are at the University Hospital Geelong Emergency Department, Crisis Care Unit, Sunshine Hospital Crisis Care Unit and MDC Geelong.

Flexibility in working hours will be required from time to time as the need arises.

## **10. Salary and Conditions**

Industrial Instrument: *Barwon CASA Enterprise Agreement 2013*, Classification: Counsellor Advocate Grade 1

We are committed to empowering women to make their own choices. As we are client centred, the support we offer is dependent on the needs of each individual. The position holder, therefore, may be required to undertake any other duties that fall within the nature of the role and responsibilities of the position as detailed above.

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap.

Superannuation: Paid in accordance with superannuation legislation and *Barwon CASA Enterprise Agreement 2013* the Default Fund is First State Super or alternate fund Hesta.



Barwon CASA  
Counselling  
Services



Probationary Period - 3 months with a review conducted during this time.

## 11. Employee Responsibility – Mandatory prior to commencement

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense

## 12. Other

This position description is subject to review and may change in accordance with the needs of Barwon Centre Against Sexual Assault Inc, our operation, our clients and our stakeholders.

**All applications must include a cover letter, a response to the Key Selection Criteria and a Resume outlining your experience.**

**Applications Close:  
Applications close at 5.00pm Friday 30 June 2017**

**Please forward completed applications to:  
Humanresources@barwoncasa.org**