

# Position Description



<b>Title:</b>	Family Violence Counsellor
<b>Business Unit:</b>	Children, Youth and Families
<b>Location:</b>	Sale
<b>Employment type:</b>	As per the Employment Agreement
<b>Reports to:</b>	Practice Leader Client Services

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

The Family Violence Counsellor will provide and therapeutic group work for women and children who have been victims of family violence.

## Scope

<b>Budget:</b>	Nil
<b>People:</b>	Nil

## Relationships

<b>Internal:</b>	<ul style="list-style-type: none"><li>Uniting employees</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>Clients</li><li>Other community service providers as required Mental Health Services</li></ul>

## Key responsibility areas

<b>Provision of Treatment Services</b>	<ul style="list-style-type: none"><li>Provide counselling and therapeutic group work for women and children who have experienced family violence.</li><li>Provide secondary consultations to members of the Family Services team to assist them when working with women and/or children who are victims of family violence.</li><li>Establish and maintain resources relevant to supporting women and children who are experiencing family violence.</li><li>Provide referral for women and children to relevant support agencies such as housing, financial counselling and family violence case management services.</li></ul>
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Approved by: Executive Officer	Page 1 of 3	Division: Child, Youth & Families
Date Approved: December 2019	Printed copies of this document are not controlled.	Next Review Date: TBA

# Position description

## Family Violence Counsellor



- Proactively participate in, and support networks that are improving outcomes for women and children experiencing family violence.
- Assist in the general administration of Uniting Gippsland such as working the switchboard at peak times.
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner.
- Other duties as directed.

### Quality and risk

- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program.
- Maintain current and accurate case notes, records and statistical information.
- Undertake review and evaluation of program and professional practice.
- Participate in agency quality accreditation processes.
- Conform to and apply relevant requirements of the Law within the workplace.
- Report and participate in any investigation of any incident or occurrence that may constitute a breach of any legal requirement.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## Person specification

### Qualifications

- Satisfactory police check, Working with Children Check and Victorian Drivers License.
- Appropriate qualifications in Psychology, Social Work, Counselling or related discipline.

### Experience

- Demonstrated skills in providing counselling and therapeutic group work.
- Strong skills in needs and risk assessment and safety planning, experienced in the use of Family Violence Risk Assessment Frameworks
- Knowledge of a range of theoretical frameworks relevant to working with women and children, especially those related to family violence.
- Cultural awareness and previous experience in working with differences in culture, religion and sexual orientation.
- Demonstrated ability to participate in a multi-skilled learning environment.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Communication skills:**
- Well-developed interpersonal skills, including a high level of self-awareness.

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### Family Violence Counsellor



- Strong written and verbal communication skills.
- Demonstrated ability to relate positively to a large range of people from diverse backgrounds.
- Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles.
- **Administration skills:**
- Demonstrated ability to use computers efficient including word

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### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Uniting is also committed to equal opportunity and ensuring the workplace is reflective of the community. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability.

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**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

	Employee	Manager
Name:		
Signature:		
Date:		