

## **Cairns Regional Domestic Violence Service Inc**

PO Box 12103, Cairns DC, Qld 4870  
Telephone: (07) 4033 6100 Fax: (07) 4033 5863  
[www.dvcairns.org](http://www.dvcairns.org)

### **Position Description**

#### **Job Title**

Senior Practitioner Child and Youth Counsellor

#### **Our Vision**

Making a difference – bringing domestic and family violence to an end.

#### **Aim of the Service**

Cairns Regional Domestic Violence Service Inc (CRDVS) aims to use its specialist knowledge and skills to prevent domestic and family violence in the community and to empower those affected by it by providing counselling, support, advocacy and education and professional training to all stakeholders. We will, at all times strive to uphold high levels of professionalism and accountability.

#### **Position Objective**

The primary responsibility of this position is to provide quality counselling and associated services to children and youths who have experienced domestic and family violence in order to reduce the impact and trauma of domestic and family violence on them.

The secondary responsibility is to provide day to day supervision and support to direct client service workers (“the counselling team”) based in our Cairns office; and assist with developing and maintaining client programmes of the CRDVS.

A third component of this position is the provision of community education, professional training and interagency co-operation to work towards a concerted approach for the elimination of domestic and family violence within the region.

#### **Hours of Work**

76 hours per fortnight.

#### **Salary & Conditions**

*Pro-rata* in accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010* Worker Level 6.

All employees are required to comply with the policies and procedures established by the service.

The service strives to provide safe working conditions for its employees and thus implements a strict non smoking policy on its premises and in its car.

#### **Organisational Relationships**

The Senior Practitioner Child and Youth Counsellor works under the general direction of the CEO and within the guidelines and policies set by the CRDVS Board.

### **Responsibilities – Child and Youth Counselling**

- Develop and provide appropriate, specialised face to face counselling, group work and crisis support for children and young people who have experienced domestic and family violence, exercising professional judgement whilst working within the guidelines of relevant legislation and organisational policies.
- Work flexibly with a variety of modalities, including Trauma Informed Practice, appropriate to counselling children and young people who have experienced or witnessed domestic and family violence as their individual needs and learning styles dictate.
- Provide information and support to carers of child witnesses of domestic and family violence, individually and/or in group settings, to promote a supportive environment for those children.
- Advocate for clients and develop and maintain links and networks with other organisations to provide effective services and improve coordination of appropriate responses to domestic and family violence.
- Develop and maintain client resources for use in the service.
- Provide phone and face to face crisis support, advocacy, information, and referral to people experiencing domestic and family violence, as part of the Cairns counselling team.
- Actively participate in supervision (internally and externally) and professional development and training.
- Prepare and maintain appropriate, accurate and confidential records of client work, including case management plans, reports and assessments as appropriate and statistical data as required by the CEO and CRDVS Board to satisfy the requirements of the CRDVS Service Agreement.

### **Responsibilities – Office and Team Supervision**

- Provide an effective crisis intervention service, medium to long term counselling service and court support service to victims of domestic and family violence, by supervising the Cairns counselling team.
- Coordinate the services provided by the Cairns counselling team i.e. Phone/Intake rosters, group work, crisis appointments and on-going appointments.
- Provide regular internal supervision and debriefing to the Cairns counselling team.
- Demonstrate knowledge and skills in a variety of modalities appropriate to counselling people as their individual needs and learning styles dictate.
- Audit individual counselling and group work for women and children to ensure its relevancy.
- Ensure the maintenance of appropriate, accurate and confidential records of client work, including risk assessments and case management plans, in line with privacy legislation.
- Maintain clear communication across the team.
- Participate in regular and ongoing consultation with the CEO and Programs Manager to discuss issues that may impact on work performance.
- Work with the CEO and Programs Manager to develop and maintain a safe and supportive working environment for all staff.
- Participate in support systems within the organisation including staff meetings, team supervision, staff appraisals, and informal contact.
- Provide and receive peer support as a part of the staff team.
- Monitor the expenditure of petty cash, Emergency Relief vouchers and client support in the Cairns office.

- **Responsibilities – Community, Networking, Awareness and Education**
- Assist in enhancing greater community awareness of domestic and family violence and the effects it has on women and children by participation in community education as required by the CEO or CRDVS Board.
- Exercise initiative to maintain and further develop links, cooperation and networks with other organisations and government departments to provide effective services and improve coordination of service responses.
- Develop and maintain educational/training resources for use in the organisation.
- Participate in the development, and be actively involved in, events for Domestic and Family Violence Prevention Month.
- **Responsibilities – Organisational Development**
- Participate in the formulation and implementation of the service plan.
- Maintain knowledge of current and emerging trends and practices concerning domestic and family violence and the delivery of domestic and family violence services and programs to inform appropriate service delivery to meet identified organisational and community needs.
- Participate in the monitoring of legislative and policy developments in regard to domestic and family violence.
- Ensure cultural appropriateness of services for clients.
- Deputise for the CEO or Programs Manager where requested, including representing the service at external forums.
- **Responsibilities – Administration**
- Participate in the review, evaluation and policy development of the organisation in conjunction with other staff.
- Comply with all CRDVS policies and procedures including the Code of Conduct which sets out expectations relating to behaviour and communication.
- Contribute to the Annual General Meeting Report.
- Undertake administrative tasks relevant to the position, including collection and timely reporting of CRDVS statistical data to the CEO of CRDVS and other data required for research and needs analysis purposes.
- Undertake other duties as directed by the CEO or CRDVS Board.

### **Qualifications**

[Essential] Possession of degree level tertiary qualifications in the social or behavioural sciences (eg. Psychology, Social Work, Counselling) and previous experience working in the specialist domestic and family violence field.

[Desirable] Two years staff supervision experience.

[Desirable] Class C driving licence.

### **Key Selection Criteria**

KSC1 Demonstrated experience of and high level of skills in counselling interventions and support to adults, children and young people, and an ability to articulate a

number of theoretical frameworks from different counselling models including Trauma Informed Practice.

- KSC2 Demonstrated understanding of developmental stages for children, adolescents and families.
- KSC3 Demonstrated high level of interpersonal skills with a proven ability to work cooperatively within a team environment to attain organisational and client goals, together with high level written and spoken communication in order to liaise with government and non-government agencies to advocate on behalf of clients.
- KSC4 Demonstrated ability to provide supervision and participate in a staff team in a collaborative and supportive manner, and the capacity to work both independently and as part of a team.
- KSC5 In-depth knowledge, gendered analysis and understanding of domestic and family violence and its effects on women, children and adolescents, including knowledge of cultural differences and needs, and other issues affecting child welfare, such as child abuse.
- KSC6 Demonstrated computer literacy skills, including Microsoft Office applications.
- KSC7 Demonstrated knowledge of legislation impacting on situations of domestic and family violence including family law.

#### **Additional Information**

This position is based in our Cairns office but there may be a requirement to provide relief work in our Tablelands offices.

Applicants for this position will be required to disclose any relevant criminal history (including convictions that are not recorded) and charges at the time of the interview.

It is a requirement of this service that all successful applicants also have or obtain a 'Working with Children Card' (also known as a 'Blue Card') and undergo a formal Police criminal history check.

#### **Submission of Application**

Please submit your application online and attach a current resume with a minimum of two referees. Only applications addressing all the selection criteria will be considered.

#### **For Further Information**

Please contact Amanda Lee-Ross on 4033 1724 for any further information.

I confirm that I have read the above position description and have been given a copy for my records.

..... Date .....

