

	Position Title: Senior Family Violence Counsellor		Team: Northern Family and Domestic Violence Service		Region: Northern
	Supervisor: Team Leader Family Violence Counselling	Delegations and Authorities: In Line with Delegations Policy	Band: B	Date Completed: January 2019	

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The Northern Family & Domestic Violence Service is the lead provider and access point for the integrated family violence service system in the Northern Metropolitan sub-region.</p> <p>The Family & Domestic Violence Service provides a range of support services to women and their children who have experienced family violence. The service aims to assist women and their children to remain safely within their community and maintain a life free of violence while also addressing the emotional and practical needs and issues arising from the violence.</p> <p>The position of the Women's Counsellor provides a therapeutic response to women who contact the Family Violence service requesting counselling and whose needs best suit an internal referral rather than an external referral. The counselling may be complimented with a range of other internal program options which support the therapeutic response where there are identified vulnerability or complexity issues. Referrals include a comprehensive risk assessment the counselling response provided includes single session, short and medium-term counselling.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Work from a framework that promotes a woman's sense of self and encourage her own empowerment • An understanding of the multi factorial contributors to the experience of Family Violence by an individual woman and her children • Operate within a collaborative and supportive team environment with a strong focus on partnerships with relevant external organisations • Provide counselling to women who have experienced family violence.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Eaglemont Office.</p> <p>This role reports to the Team Leader Family Violence Counselling who will provide supervision and review.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies. • Demonstrated ability to work effectively under supervision and within collaborative teams to meet accountability requirements. • Experience providing counselling to women, who have experienced family violence. • An understanding of feminist practice and how this is used as a framework to understand and respond to the gendered nature of violence against women, children. • An understanding of the impact of family violence on the mother/ child relationship, and of attachment and child development theories. • A good understanding of the effects of violence on families and a sound understanding of trauma theories and interventions in response to this issue. • Demonstrated commitment to working collaboratively and the capacity to negotiate and liaise with DHHS, other agencies and the community. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A tertiary qualification in Social Work, Psychology, Welfare or a related discipline. • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • An understanding of the Family Violence Protection Act 2008 and the Child and Family Services sector and an understanding of the Children, Youth and Families Act 2006. • An understanding of the issues involved in working with families with diverse needs- i.e. CALD or disability (physical, sensory, intellectual or psychiatric). • Cultural competence in working with families who identify as Aboriginal or Torres Strait Islander. An appreciation of the impact of British colonisation on the Aboriginal Community and the legacy of this.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Undertake comprehensive risk assessments of a women's situation when they are referred for Family Violence counselling. • Provision of single-session, short-term and medium-term counselling to women who have experienced family violence. • Provision of group work as required that supports the recovery of impacts of Family Violence. • To provide monthly reflective practice to the Family Violence Team. • Offer consultation across the Family Violence program areas to staff working with women and their children who have been impacted by Family Violence as required.
Administration	<ul style="list-style-type: none"> • Maintain concise, accurate records, including case notes, completed forms and reports as required according to program guidelines. • Maintain client files in a safe, secure place as per confidentiality policy. • Maintain accurate statistical data as required by Berry Street DHS (IRIS). • Ensure that data reports are forwarded to the Program Manager in accordance with timelines. • Attend supervision as agreed with the Program Manager. • Attend regular team meetings and other forums as required.
Program Development	<ul style="list-style-type: none"> • Establish effective working relationship with partner agencies providing counselling and support to children and women who have experienced family violence in consultation with the Program Manager. • Participate in regional and state wide meetings or networks specific to issues relating to therapeutic responses to family violence in consultation with the Program Manager. • Represent the program on relevant committees, groups and networks in consultation with the Program Manager. • In conjunction with other team members undertake program promotion, presentations and other community education and training activities to other relevant groups and organisations. • Help build and maintain effective working relationships with partners, main referral bodies and key stakeholders. Develop and maintain knowledge of the program philosophy and policies and the content of the Program Guidelines. • Assist in the development and implementation of new projects or initiatives relevant to supporting women and children who have experienced family violence.
Other	<ul style="list-style-type: none"> • Undertake other duties as directed.

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Eaglemont Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is SCHADS Level 6, PP1 \$81,253.12 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular