



DOMESTIC
VIOLENCE
ACTION
CENTRE
SERVICE AGAINST
SEXUAL VIOLENCE

POSITION DESCRIPTION

Sexual Violence Counsellor (Ipswich)

Position Details

Position:	Sexual Violence Counsellor (Ipswich) 0.8 FTE Contracted position January – December 2021 with 6-month probationary period.
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 and the DVAC Certified Agreement 2017. Level 5.1 – 5.3.
Salary:	\$42.93 - \$45.12 (hourly rate) or \$83,713.50 to \$87,984 pro rata per annum.
Additional Benefits:	Generous salary sacrifice package, 10% superannuation, additional bonus leave, professional development budget, external supervision, EAP.
Hours:	60 hours per fortnight. (Monday to Friday 9am-5pm) Agreed Days to be confirmed.
Accountability:	DVAC Board of Management, CEO, Managers, Team Leader and Staff Team

Organisation information

Vision

Passionate Leaders creating freedom from gender violence.

Purpose

DVAC works with individuals and communities to eliminate, prevent and respond to domestic and family violence, and sexual violence by:

- Collaboratively providing quality support services;
- Challenging social norms and structures that enable people to use violence/enable the use of violence;
- Building awareness and capacity within the community; and
- Encouraging egalitarian relationships.

Philosophy Statement

The Domestic Violence Action Centre (DVAC) has a long history in providing high quality services to women, children and young people who have experienced domestic and family violence in the Ipswich, Toowoomba and surrounding regions. DVAC works from a feminist perspective. We have a gender analysis of domestic violence that understands that domestic and family violence is a result of systemic power imbalances and inequalities. We acknowledge the many barriers that exist for women and their families as they seek safety and support, and that women from diverse backgrounds can face particular unique barriers. We are strong advocates for change on all levels. We actively stand against all forms of oppression (including racism, sexism, ableism, homophobia, and multiple other forms of oppression) and believe in the right of justice, equality and fairness for all.

We regard women as the experts over their own life and we see our work as a partnership that is respectful, transparent and accountable. We work from a relationship-based approach where we are committed to sharing information, validating choices and ensuring we provide a safe space that is always non-judgemental and supportive.

We aim to consistently apply the same set of values and principles to all levels of our work – with clients, with colleagues in our organisation, and in our valued relationships with other workers and organisations within the service sector. We aim for a high level of integrity in all aspects of our work and we welcome feedback and input from all those involved with our service.

Through high quality service delivery combined with education, training, awareness raising and activism against violence in all its forms, our hope is to use our passion as leaders to create a world free from gender violence.

The Organisation

You will find detailed information about the organisation on our website www.dvac.org.au

Equal Employment Opportunities

DVAC values diversity in our workforce, and as such encourages applications from women from Aboriginal or Torres Strait Island backgrounds. DVAC also encourages women from culturally or linguistically diverse backgrounds to apply for vacant positions. DVAC recognises and celebrates the unique benefits that employing a diverse group of women with a broad range of life experiences, brings to the organisation. DVAC has an exemption under Section 25 of the *Anti-Discrimination Act 1991 (QLD)* and it is a general occupational requirement that all applicants identify as female.

Position Summary

The Sexual Violence Counsellor:

- will provide specialist counselling and support to clients 14 years and over to include phone and face-to-face information and referral, crisis counselling, advocacy, therapeutic intervention and counselling, case management;
- provide a range of activities centred on raising awareness and increasing the capacity of the service system to deliver quality responses that support the recovery and empowerment of survivors of sexual violence;
- given the nature of the work and the organisation, it will be important for any worker in this position to be able to work autonomously, ethically and with limited direction.

Key Responsibilities and Outcomes

Service Delivery:

- Provide specialist counselling to people (regardless of gender) over 14 years old who have experienced or are experiencing sexual violence;
- Provide phone and face to face risk assessment, safety planning, crisis support, advocacy, information, and referral to people who are experiencing or have experienced sexual violence. This may also include people who have also experienced or are experiencing domestic and/or family violence;
- Provide specialist group work services to predominantly women, and possibly young people and men, who have experienced sexual violence in collaboration other workers or external co-facilitators;
- Undertake and/or participate in case coordination and case management of clients where required;

- Report risk management issues that may impact upon the safety and health of clients to the Counselling Team Leader (or Service Manager in her absence);
- Liaise and work cooperatively with other workers within the service to ensure appropriate access, eligibility and support of clients in the service;
- Maintain positive and effective working relationships with key stakeholders in the provision of adequate and safe responses to women, young people and children experiencing domestic and family violence and sexual violence;
- Liaise with other service providers regarding possibilities for collaboration in service delivery, particularly in relation to joint delivery of groups;
- Be responsible for minor financial delegations attached to the program ensuring fiscal liability within the appointed budget;
- Basic IT skills and proficient in working with Microsoft Office programs
- Performance of administrative duties associated with direct service delivery and data collection;

Staff Team:

- Participate in the development of a supportive and safe working environment for all staff, including clear communication paths and consultative decision-making practices;
- Abide by the DVAC communication commitment and associated procedures in relation to respectful and direct communication;
- Actively prepare for, and participate in regular performance appraisals with the Counselling Team Leader and Service Manager or CEO;
- Undertake internal and external professional supervision to ensure accountability of work practices and professional development in relation to the direct work with women and organisational practices;
- Participate in regular and ongoing consultation with the Counselling Team Leader and leadership team, and the staff team where necessary and appropriate, to discuss issues that may impact on work performance;
- Participate in support systems within the organisation including staff meetings, team supervision, staff appraisals, and informal contact; and
- Provide and receive peer support as a part of the staff team.

Organisational Responsibilities

- Identify and implement solutions to gaps and trends and respond appropriately;
- Participate in provision of anti-discriminatory, client-centred practice in accordance in accordance with service values and requirements;
- Advocate on behalf of clients and the service within the funded area;
- Meet reporting requirements for relevant initiatives;
- Participate in all internal Organisational and Board meetings as required;
- Participate in completing program specific monthly written reports to the Service Manager and the Management Committee as well as completing data entry for quarterly reports for the funding body in consultation with the Service Manager;
- Comply and contribute to the established accountability systems in place in the organisation;
- Work within the *Practice Standards for Working with Women affected by Domestic & Family Violence*, and the *Professional Practice Standards: Working with men who use domestic and family violence* developed by the Department of Communities Qld and the *Qld Government Interagency Guidelines for Responding to Adult Victims of Sexual Assault* and the *National Standards of Practice Manual for Services Against Sexual Assault*;
- Represent the service to funding bodies, external stakeholders, and media as required;
- Where relevant to your role, and where capacity allows, participate in and contribute to the development of funding submissions, in collaboration with the leadership team;
- Participate in planning, policy development and other organisational activities where required;

- Participate in the monitoring of legislative and policy developments regarding domestic and family violence and sexual violence;
- Participate in community engagement events on behalf of the organisation, such as Domestic and Family Violence Prevention Month and Sexual Violence Awareness month; and
- Undertake any other duties as lawfully directed by Leadership.

Accountability

The Sexual Violence Counsellor is required to work within the philosophy, objectives and policies of the organisation including:

- Working within a feminist framework;
- Working as a member of the staff team;
- Utilising consultative and collaborative processes.

The Sexual Violence Counsellor is accountable to the Counselling Team leader, though may report to the Service Manager, CEO and the Board as the employing body, however the immediate line of accountability is with the Counselling Team Leader. The Sexual Violence Counsellor will comply with the established processes for ensuring the transparency of all decisions and actions taken in the course of the work. The Counselling Team Leader will also be accountable to the staff team and the consumers of the service.

Preferred Qualifications and Experience

- Possession of relevant tertiary qualifications in the psychology, social work or human services field.
- Well-developed experience and skills in counselling and therapeutic support.
- Knowledge and skills to ensure the provision of trauma informed services to clients;
- Knowledge and skills to ensure the provision of culturally, gender and age appropriate services to clients;
- Demonstrated understanding and experience in working effectively with people (Adults and young people) who have experienced or are currently experiencing domestic & family violence, sexual violence, or other significant trauma;
- Knowledge regarding feminist practice and its application in working against both domestic & family violence, and sexual violence.
- Group work experience and skills will be highly regarded.
- Experience and skills in gender-based violence risk assessment, trauma informed practice, safety planning, crisis support and system advocacy.
- Current driver's licence and Blue Card.
- All DVAC staff are required to complete a National Police Check upon successful offer of position.
- Working knowledge of the Domestic & Family Violence Protection Act 2012 and knowledge of court and legislative proceedings as they relate to the Act; and
- Working knowledge of the Criminal Law (Sexual Offences) Act 1978 and knowledge of court and legislative proceedings as they relate to the Act.
- Any post-graduate or professional development undertaken in the field of domestic & family violence, sexual violence, or trauma-informed practice will be viewed favourably.

Personal Attributes

- Passion for working with women in a rapidly changing, intensive, crisis driven environment.
- Well-developed interpersonal and communication skills to include negotiation, advocacy and conflict resolution.
- Ability to remain calm and make professional assessments under pressure.
- Ability to advocate while maintaining positive relationships with both stakeholders and colleagues.
- Ability to be organised, prioritise and manage time effectively in the face of multiple demands.
- Willingness to engage in honest, transparent, reflective and accountable practice.
- Ability to connect daily crisis work with larger organisational goals and community outcomes.
- Values which match the values and the feminist ethos of the organisation.

Applying for this position

Please send a current CV along with a no more than **2-3 page** expression of interest document addressing the below selection criteria to liza@dvac.org.au using the subject line "Sexual Violence Counsellor EOI"

The closing date and time is by 9am 19th January 2021

Selection Criteria

1. Utilising a feminist perspective, what is your knowledge of the issues affecting people (women, young people and men) who have experienced violence (especially sexual violence).
2. Outline your practice framework and experience in providing trauma informed counselling and support to adults and young people who have experienced sexual violence..
3. Outline your experience and skills in developing and facilitating groups.
4. Outline your experience in building and maintaining positive working relationships and partnerships with clients, colleagues and stakeholders.
5. What strategies and skills do you employ to work autonomously and to prioritise competing demands, and in what contexts have you had to apply these strategies?
6. Outline your knowledge, experience and skills in administrative functions in a community-based organisation. Please include reference to computer skills, data management, written assessment, case-noting and report-writing.