

## Position Description

<b>Position Title:</b>	Family Counsellor
<b>Program/Section and/or Portfolio:</b>	Parenting Orders Program
<b>Location:</b>	Footscray, travel to other sites may be required
<b>Reports To:</b>	Team Leader, Parenting Orders Program

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
<b>Compassion</b>	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

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## About the Program/Section

The Parenting Orders Program supports families experiencing separation to strengthen the co-parenting relationship, reduce conflict, improve communication and focus on the needs of their children. Service delivery in this program includes individual support, counselling, psychoeducation and group programs for families experiencing separation.

## Position Summary

This position aims to support parents to focus together on the best interest of their children, resolve disputes, improve communication, reduce conflict, re-establish contact between parents and children and focus together on the best interest of their children.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Service Delivery	<ul style="list-style-type: none"> <li>• Conduct comprehensive psychosocial assessments of individual parents, caregivers and children and young people where appropriate including screening of risk issues such as family violence</li> <li>• Offer family counselling to parents and their children within the context of family separation.</li> <li>• Facilitate child focused information sessions</li> <li>• Facilitate education groups supporting families to co-parent effectively post separation</li> <li>• If required act as a consultant in Child Inclusive Family Dispute Resolution practice</li> <li>• Support parents and care givers to meet obligations of Family Law court orders when referred to the program</li> <li>• Develop and maintain a broad understanding of the Family Law Act (1975), amended 2006, and to operate at all times with a cognisance of the provisions of the Act</li> <li>• Facilitate referrals to appropriate services and organisations</li> </ul>
Reporting/Data Collection	<ul style="list-style-type: none"> <li>• Collect information as required for CCVT client management system</li> <li>• Meet organisational expectations in regards to productivity, data quality, outcome measurement</li> </ul>
Program Development and Quality Improvement	<ul style="list-style-type: none"> <li>• Maintain quality case files</li> <li>• Contribute to ongoing Quality Improvement as required</li> <li>• Support a culture of Occupational Health and Safety at all times</li> </ul>
Supervision and Team Work	<ul style="list-style-type: none"> <li>• Attend and participate in individual and group supervision as required</li> <li>• Attend team and other staff meetings as required</li> <li>• Work in collaboration with the POP team and other relevant staff within CCV</li> <li>• Seek out opportunities for professional development</li> <li>• Participate in quality assurance activities and regular performance appraisals</li> </ul>

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	<ul style="list-style-type: none"> <li>Promote teamwork through the sharing of skills and knowledge</li> </ul>
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The position is also required to perform other duties as lawfully and reasonably directed.

## Reporting and/or Supervision Relationships and Authority

### Reporting Relationship:

The position reports to and works under the close direction of the Team Leader Parenting Orders Program. The Team Leader reports to the Senior Manager Family Law Services

### Position/s Reporting to Parenting Orders Program Practitioner:

Not applicable.

### Authority:

The position works within standards and procedures.

The position is required to work within the relevant delegation’s policy, procedure and guidelines of CatholicCare Victoria.

## Stakeholder Relationships

### Internal Relationships:

- operates as a member of the POP Geelong team;
- attends Group Supervision;
- collaborates with other CCV teams, etc.

### External Relationships:

- networks;
- client based contacts within the community
- represents CatholicCare Victoria in external forums, etc.

## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others’ health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and

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- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### **Cultural Safety and Respect**

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### **Safety of Children, Young People and Vulnerable Adults**

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### **Risk Management, Accreditation and Quality Improvement**

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### **Policies, Procedures and Legislative Requirements**

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

## **Key Requirements**

### **Qualifications and/or Training**

1. Degree in Psychology, Counselling, or Social Work (or related discipline) and eligibility for membership of the A.P.S, A.A.S.W or related professional association
2. Post graduate studies in couple therapy or family therapy highly regarded

### **Experience**

3. Demonstrated experience in working with children, young people and their families in the context of family separation
4. Proven experience facilitating information sessions and education groups
5. Proven strong written and verbal communication skills

### **Knowledge, Skills and Attributes**

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6. Demonstrated knowledge of a variety of theoretical frameworks and intervention strategies (knowledge of child development, family systems theory, grief & loss are highly desirable)
7. Demonstrated skills skills in working in partnership with clients, colleagues and other organisations
8. Proven understanding of the impact of family violence including ability to identify and assess at an intermediate level

### Child Safety

9. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation
10. Demonstrated knowledge and application of child safe legislation, principles, standards and practices
11. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds

### Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

### Job Condition

The incumbent in this position is authorised to act as a family counsellor on behalf of CatholicCare Victoria in accordance with *Section 10C(1)(b)* of the *Family Law Act*.

### Signatures

This section is to be signed upon appointment:

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<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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