

Position Description

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| Position Title: | Family Counsellor |
| Program | Bushfire Recovery |
| Location: | Bairnsdale, Lakes Entrance with outreach to other towns in East Gippsland. Travel to other locations will be required. |
| Reports To: | Manager, Counselling and Relationship Services |

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 |
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| Respectfulness | 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. |
| Integrity | We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise. |
| Inclusivity | 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. |
| Collaboration | 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. |

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| Compassion | 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 Bushfire Recovery Program

The program will provide an outreach mobile service to the community, with a particular focus on remote townships using a CatholicCare Victoria vehicle where Community Development activities, material assistance and referrals can be made from. The program will travel to Churches, Community groups, Sporting Groups, Schools, Festivals and Markets to support the community on a rostered and regular basis.

Position Summary

The purpose of this position is to support, address and provide paths of assistance to people affected by grief and trauma within the bushfire affected regions in East Gippsland. This is part of a coordinated response between CatholicCare Victoria, the Catholic Diocese of Sale and in collaboration with the Catholic Education Office in Sale.

A key focus of the position is to support, build and strengthen families and relationships.

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 |
|---|---|
| Counselling | <ul style="list-style-type: none"> • Provide quality counselling to individuals, couples and families • Apply a variety of theoretical frameworks and trauma and/or crisis intervention strategies • Attend relevant internal and external meetings, including case conferences and staff meetings • Participate in clinical supervision and activities to promote professional development • Travel regularly between locations as required |
| Community group work and education | <ul style="list-style-type: none"> • Provide group facilitation in community venues • Display creative and innovative ways of reaching out to people • Attend events with community Van (coffee van) • Engage rural communities in the Gippsland region with community Van (coffee van) |
| Relationships and collaboration | <ul style="list-style-type: none"> • Proactively liaise and network with existing agencies to understand and address the needs being identified • Liaise with the Primary and Secondary Schools in the East Gippsland region • Liaise with Catholic Parishes in the East Gippsland region to provide initial support and referral pathways to affected families • Facilitate referrals to appropriate services and organisations |
| File management | <ul style="list-style-type: none"> • Maintain quality client case files • Recording of statistics as required for CMS Penelope system • Prepare reports as required |
| Quality & planning | <ul style="list-style-type: none"> • Actively promote and undertake quality improvement activities • Ensure a culture mindful of risk management, health & safety at all times |

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The position is 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 general guidance and direction of the Manager, Gippsland Region.

Position/s Reporting to Family Counsellor:

Not applicable.

Authority:

The position works within standards and procedures.

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

Stakeholder Relationships

Internal Relationships:

- Manager, Gippsland Region
- CatholicCare Victoria team members and counselling staff
- All CatholicCare Victoria employees

External Relationships:

- Clients
- Community members
- Partnering and referring agencies

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
- 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.

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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
2. Post graduate qualification in Counselling or Human Services highly regarded
3. Eligibility for membership of A.P.S. or A.A.S.W.

Experience

1. Proven track record in grief, loss or trauma counselling and relationship counselling
2. Strong understanding of a variety of theoretical frameworks and trauma and/or crisis intervention strategies
3. Demonstrated program development and group facilitation skills
4. Experience in working with rural communities and in outreach work desirable
5. Knowledge of and experience in working with individuals and families from indigenous and culturally and linguistically diverse communities
6. Strong written and verbal communication skills
7. Commitment to and skills in working in partnership with clients, colleagues and other organisations

Knowledge, Skills and Attributes

1. Demonstrated communication, decision making, problem solving, advocacy and negotiation skills
2. Proven ability to work effectively in, and contribute to, a positive and productive team environment
3. Commitment to the Values of CatholicCare Victoria
4. Commitment to social justice and community issues

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5. Demonstrated prioritisation and time-management skills to meet deadlines, and manages own time effectively
6. Sensitivity to the confidentiality and specific nature of the work
7. Commitment to and skills in promoting innovation and continuous improvement
8. Demonstrated experience using the Microsoft Office Suite

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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| Name: | |
| Signature: | |
| Date: | |

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