

## Position Description

<b>Position Title:</b>	Family Relationship Practitioner - Counselling
<b>Program:</b>	Family and Relationship Services
<b>Location:</b>	This position can be located at our Shepparton office with outreach to Bendigo and Echuca. Travel to other locations will be required.
<b>Reports To:</b>	Team Leader, Counselling

*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.

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<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 Family and Relationship Services

Our counselling program supports clients to deal with mental health issues, stressful or traumatic events, relationship problems and any other personal challenges or problems. The program provides affordable and confidential counselling to people of all ages, cultures, and religious backgrounds.

## Position Summary

To provide high quality counselling to individual adults and couples to support them through the challenges and transitions of family life such as separation, relationship stress, blending families, parenting, and grief. This is done within the framework of CatholicCare Victoria's purpose, vision and values.

## 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
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Undertake intake and assessment, including risk assessment and screening. This includes assisting families to develop and implement safety plans if necessary; prioritising of clients; making appropriate referrals; and crisis intervention as required.</li> <li>• Provide information, advice and referral to individuals and couples, on a variety of issues including family separation and assist in the resolution of parenting issues in the best interest of the children.</li> <li>• Deliver high quality counselling.</li> <li>• Deliver therapeutic group interventions as required.</li> <li>• Deliver services across a range of settings including face to face, phone, online, video call and outreach</li> <li>• Build relationships with and knowledge of other service providers and undertake joint work on behalf of clients, including making professional referrals to other services where appropriate.</li> <li>• Assist in program planning and building team capacity and effectiveness to deliver evidence and strength-based programs.</li> <li>• Provide quality, culturally responsive, and inclusive services to Indigenous young people, families and community members; and families and community members from culturally and linguistically diverse backgrounds.</li> </ul>
<b>Working in a team</b>	<ul style="list-style-type: none"> <li>• Promote team awareness and understanding of the Purpose, Vision and Values of CatholicCare Victoria.</li> <li>• Contribute to a culture of mutual support, learning and practice excellence by maintaining currency with research and evidence-based practice.</li> <li>• Participate in organisation, team and planning meetings and other team activities.</li> <li>• Assist in building team capacity and effectiveness to deliver evidence and strength-based programs.</li> </ul>

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<b>Implementing relevant legislation, practice and policy</b>	<ul style="list-style-type: none"> <li>• Demonstrate compliance with the Acts specific to this position (eg. <i>Family Law Act 1975</i> (Cwlth), <i>Children, Youth and Families Act 2005</i> (Vic)) and other relevant legislation.</li> <li>• Demonstrate compliance with Victorian Child Safe Standards.</li> <li>• Participate in regular supervision and performance reviews.</li> <li>• Ensure all client information remains confidential as per the <i>Privacy Act 1988</i> (Cwlth), organisational guidelines, program requirements and industry/sector expectations.</li> <li>• Adhere to organisational policies, procedures and program manuals.</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 general guidance of the Regional Team Leader Counselling.

### Authority:

The position works within established guidelines and established practices. The position exercises a degree of autonomy. Significant decisions require the approval of the Manager or Team Leader (or other person's acting with the Manager's authority).

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

## Stakeholder Relationships

**Internal:** Works under direction from the Regional Team Leader Counselling and will develop effective working relationships with all employees and leadership staff across CatholicCare Victoria.

**External:** A range of stakeholders of the CatholicCare Victoria Family.

## 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

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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. Tertiary qualifications in Psychology, Social Work, or relevant discipline.
2. Qualifications in family therapy and couple counselling are desirable.

### **Experience**

3. Experience providing therapeutic counselling sessions.
4. Experience working with adults, families, and children utilising a range of therapeutic approaches and frameworks
5. Experience working collaboratively and effectively across services, programs, sector, and organisations to meet client need.

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

6. Demonstrated knowledge of the social, physical, and emotional impacts of separation on children and families
7. Demonstrated understanding of issues affecting the local community, including how to engage and deliver services across the Culturally Diverse and Indigenous Communities.
8. Demonstrated understanding of evidence-based practice development and continuous learning.
9. Well-developed communication, written, report writing and time management skills.
10. 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.

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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 valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking 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:

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

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