



Position Description

Position Title	Generalist and Family Violence Counsellor
Division / Team	Client Services / Youth, Family & Community Support
Reports to	Clinical Lead :Counselling
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification	Dependent on qualifications and experience
EFT / Term	0.8 – Fulltime EFT / Ongoing
Work Location	As per contract of employment
Review Date	October 2023

About Ballarat Community Health

Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion with a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond. There is a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the below values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in underpinning these values.

Our Purpose

Health and wellbeing for all with a commitment to the most vulnerable.

Our Leading Principle

A driven desire to maximise impact and be sustainable.

Values

Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement

Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary

The Counsellor will work as an integral part of the Ballarat Community Health (BCH) Counselling team to provide family violence to women who are experiencing family violence and/or its lasting effects, and generalist counselling to people of all ages and identities experiencing a broad range of issues.

BCH counsellors draw on a broad range of approaches and frameworks including trauma-informed feminist approaches to assess needs, develop therapeutic care plans, provide counselling, and evaluate outcomes.

Principal Areas of Responsibility

- Undertake assessments, planning, counselling, and progress evaluation with victim/survivors of family violence using feminist and trauma lenses, in a manner that is equitable, empowering and culturally relevant.
- Undertake family violence risk assessments and make referrals as required using the MARAM framework.
- Provide an initial assessment, referrals as required, and counselling to children, individuals, couples, families, and groups.
- Provide short term counselling for EAP, Options for pregnancy, support after suicide and crisis within the workplace when requested.
- Provide support and advocacy for individuals and/or families who require assistance accessing appropriate services.
- Monitor, evaluate and review progress and the counselling plan regularly.
- Participate in joint case management with other agencies and service providers when appropriate.
- Provide secondary consultation when required.
- Maintain professional case notes and undertake administrative duties as required by the role.
- Data reporting and report writing may be required at times.
- Participate in the planning, implementation, and evaluation of group work or other special projects in collaboration with colleagues, team members and/or internal or external programs and services.
- Engage in health promotion activities such as service promotion or community education within a range of internal and external programs and events when required.
- Participate in regular individual and peer supervision.
- Participate in regular team meetings.

Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs

- Ensure that client and staff confidentiality is respected and upheld at all times
 - Attend and actively participate in meetings as required
 - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification requirements

- Tertiary qualification in Social Work, Family Therapy or Counselling
 - Eligibility for registration with PACFA, AASW, APS or AAPT.
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Key Selection Criteria

1. Experience:

- Previous experience relevant to the role is essential.
- A comprehensive understanding of family violence from a feminist perspective, including the complexity of challenges faced by women and children who live with family violence.
- Knowledge of, and experience working with, the MARAM framework.
- Demonstrated experience in counselling, with the knowledge of a range of theoretical frameworks used in working with children, individuals, couples, families, and groups.
- Experience and understanding of rural and regional issues impacting wellbeing.
- A strong understanding of, and experience with, the social model of health.
- Knowledge of the family violence, welfare, and health networks in the Ballarat region.
- Ability to work effectively with refugee clients and communities, including working with interpreters.

2. Interpersonal Skills:

- Proven ability to provide excellent service to client, staff, and general community members.
- Effective verbal communication skills, including the ability to show empathy and patience towards clients and staff.
- Ability to work flexibly within the team and in our multi-disciplinary organisation.

3. Written Communication:

- Strong written communication and report writing skills.

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines.
- Proven ability to use initiative and solve problems.
- High attention to detail
- Self-management skills

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
 - Commitment to continuous quality improvement and professional development
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.

- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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