

15 November 2021

Dear Applicant,

Adult Counsellor – RISE Program

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the *Position Description* and *Reference Check* documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding your application, the position or the organisation, please do not hesitate to contact the People & Culture Officer, Brittany Pearson on 0429 569 312 or 02 6043 7400.

Yours sincerely,

Brittany Pearson

Brittany Pearson
People & Culture Officer
Junction Support Services

Document Control

Program:	Families and Children's Specialist Services
Position Title:	<i>Adult Counsellor – RISE Program</i>
Version No#:	02
Probationary Period:	6 months from commencement date
Location:	Wodonga or Wangaratta <i>(The location may be negotiated through discussion & agreement)</i>
Award:	Social, Community, Home Care and Disability Services Award 2010 (Victoria)
Classification:	Social and Community Services Employee Level 6, Paypoint 1-3 <i>(Paypoint dependent upon qualifications and/or experience)</i>
Hours of Work:	Monday to Friday worked between 9:00am – 5:00pm at 76 hours per fortnight. <i>(After hours in accordance with the service requirements)</i>
Tenure:	Ongoing subject to funding
Reports To:	Families & Children's Specialist Service Program Manager
Prepared By:	People & Culture Officer
Date Updated/Approved:	3 March 2021

Junction Support Services (JSS) is committed to social change and has been working to reduce poverty and homelessness in communities in North East Victoria since 1989.

The organisation is a not for profit community service organisation providing support to children, young people, single adults and families who are disadvantaged through poverty, homelessness, family violence, mental ill health, and drug and alcohol addiction.

Mission

We work with individuals and families to support them to achieve their full potential

Vision

Communities without disadvantage

Goals

- Innovative service delivery



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- Secure funding streams
- Employer of Choice
- A positive presence in our communities
- Strong Governance

Our Values

Everything we do is underpinned by our core values:

- Equity, Access & Diversity
- Innovation
- Collaboration

Our values are embedded in our organisation and form the basis of our strategic and business planning, recruitment processes, training and leadership development.

We provide trusted human services to our clients by promoting our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage decision making and community involvement across our service areas.

Our employees proudly provide quality services to our clients in a flexible, honest, fair and confidential manner.

KEY FUNCTIONS OF THE POSITION:

The RISE (Recovery, Individual Safety & Empowerment) program focuses on addressing impacts of family violence to ensure children and families are safe, heal from their experiences of violence and develop resilience into the future. This program is delivered in partnership between Australian Childhood Foundation (ACF) and Junction Support Services across the Ovens Murray region. Within the program, the Adult Victim Survivor Counsellor position is employed and managed by JSS. This role provides counselling and group programs to address the impacts of family violence for victim survivors.

This role operates largely on an outreach basis, however is still office based and therefore works closely alongside all other roles with the Families and Children's Specialist Services team. The RISE Adult Counsellor position receives referrals from local organisations, child protection, specialist family violence and homelessness services and the community. All victim survivors accessing the service will require a comprehensive assessment to be undertaken, along with safety planning to determine individual therapeutic needs.

Position Objectives:



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1. To promote the ability of victim survivors to recover from the effects of abuse, family violence, trauma and loss.
2. To ensure that risk and safety concerns are the subject of a continuous cycle of assessment and review for children, young people, and adults.
3. To ensure that victim survivors are provided with opportunities and assistance to participate in decisions that affect their lives.
4. To ensure a multi-systemic, integrated, coordinated, consistent and holistic response to the needs of clients.
5. To work with families in a supportive, inclusive and respectful way.
6. To ensure that meaningful planning occurs in regard to the cultural needs of Aboriginal and other culturally diverse clients.

Organisational context/Relationship:

The Adult Counsellor reports directly to the Families Program Manager, and the Families and Children's Specialist Service Manager.

Internal Liaison:

- CEO
- Client Services Manager
- Families and Children's Specialist Services Manager
- Families Program Manager
- Children's Specialist Service Team Leader
- Children's Counsellors
- Children's Resource Coordinator
- Specialist Children's Workers
- Families Case Managers
- Residential Care Workers
- Case Managers
- Other staff members and service users

External Liaison:

- Local, State & Federal Government Departments
- Education Providers
- Community Service Organisations



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- Community Groups
- Statutory Authorities
- Health Providers
- General Public

Key Responsibilities:

Service Delivery:

- Undertake assessments and develop therapeutic plans with victim survivors, supporting them to identify their needs.
- Participate in care teams that may be established for a child/young person of an adult victim survivor.
- Ongoing assessment and review of therapeutic needs and goals of victim survivors.
- Advocacy on behalf of and empowerment of victim survivors.
- Strengthen relationships between children and parents.
- Keep perpetrator in view in the therapeutic process with the victim survivor.
- Deliver high quality, evidence informed therapeutic interventions that are targeting the goals, needs and wishes of victim survivors.
- Ensure accurate data collection and contribute to program evaluation efforts.
- Undertake continuous risk and safety assessment victim survivors.
- Work collaboratively with other services to ensure coordinated planning and supports are in place for victim survivors.
- Provide services that are culturally safe and strong and inclusive of people who identify as LGBTQI, older people, and people with disabilities.
- Participate in reflective practice, professional development and team processes.
- Participate in facilitating groups where necessary.
- Collaborate in the organisation, co-facilitation and follow-up of clients in group programs.



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- Develop promotion strategies for group programs.
- Provide assertive outreach in order to engage victim survivors with the support service.
- Work collaboratively with the Families and Children's Specialist Services team to contribute to the growth and development of the program.
- Liaise and consult with internal Case Managers and external service providers where relevant and appropriate to enhance outcomes for clients.
- Provide information on the range of services available to clients; making referrals as required.
- Practice within the relevant Codes of Ethics – internal and external to the organisation.

The Organisation:

- Implement Junction Support Services' aims and objectives through competent work practices.
- Comply with Junction Support Services' policies and procedures; funding guidelines; and legislative requirements.
- Adhere to established protocols that exist between Junction Support Services and other service providers.
- Follow Occupational Health and Safety standards, guidelines and practices. Participate in the identification of potential and actual hazards and managing risks.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Maintain the organisation's ideological framework of a strength-based work practice.
- Contribute to team building principles.
- Actively participate in supervision.
- Individually contribute to the effective communications within the organisation.

Administration:

- Undertake and maintain administrative requirements of the program including confidential client records, data collection processes, and action research information.
- Document activities and programs developed, and evaluations undertaken.

Performance Development:



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- Actively participate in JSS' Performance Development Framework (PDF) as per JSS' Performance Development Policy.
- Participate in own training and professional development as identified through the PDF.
- Ensure 100% compliance with all aspects of the PDF.

Other:

- Attend and participate in network meetings and other meetings as directed by the Families and Children's Specialist Services Manager.
- Other duties as required by the organisation and Service Manager.

Selection Criteria:

1. A relevant tertiary qualification such as Social Work, Psychology, Social Science, or Counselling and relevant experience to this role.
2. Experience counselling/providing therapeutic support to adults and/or children or adolescents.
3. Experience with or willingness to develop/and or facilitate therapeutic group work programs.
4. The ability to connect with complex clients and engage them in a therapeutic process.
5. An awareness of the impacts of family violence upon clients and how therapeutic strategies and advice can be tailored around these particular impacts.
6. The ability to adequately assess client risk and implement safety planning where needed.
7. Experience with implementing MARAM framework, would be beneficial (not essential). An understanding of risk assessment frameworks such as MARAM.

Benefits:

- 5 weeks annual leave per annum.
- 17.5% leave loading on 4 of the 5 weeks annual leave per annum.
- Generous salary sacrificing available with a wide range of options.
- Annual wage increases (in accordance with Fair Work adjustment or CPI).
- 50 hours or \$500 per annum (whichever occurs first) to contribute to relevant non-mandatory and professional development training costs.
- The support of regular internal and external supervision.



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- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work.
- Ability to take all personal leave days as careers leave.
- The potential to take leave without pay and unpaid careers leave.
- 4 weeks paid maternity leave or 1 week paid paternity leave.
- Reimbursement for HEP A/B and flu vaccinations.
- A supportive environment that includes comprehensive induction and assistance with professional development.
- Access to agency vehicles for all work-related travel.

Conditions of Employment:

This position is permanent, full time and to be worked at 76 hours per fortnight. The service is operational between the hours of Monday to Friday – 9:00am to 5:00pm and is based out of our Wodonga or Wangaratta Offices. The position will require some work to be undertaken outside of normal working hours. There is no paid overtime, but any additional hours worked will be accrued as Time in Lieu. After hours in accordance with the service requirements.

The salary for this position is classified under the Social and Community Services (Victoria) Award 2000 as Social Worker level 6, Paypoint 1-3. The year selected as the commencement level of salary will depend upon qualifications and proven relevant experience and includes the option of salary sacrificing. The terms and conditions of employment are in accordance with Junction Support Services' Enterprise Agreement.

A maximum accrual of fourteen (14) hours' time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave is to be accrued without manager's approval.

Employer superannuation contributions will be paid to Health Employees Superannuation Trust Australia (HESTA) and in accordance with the Superannuation Guarantee Charge Act.

The successful applicant will be required to satisfactorily meet pre-employment checks, including: at least two (2) professional referees, a criminal records check, Victorian Working with Children Check, and proof of qualifications.

The successful applicant will initially be engaged for a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

Organisational vehicles are available for authorised use and are to be used at all times for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current driver's licence whilst employed with the agency.

In the event of an internal application, accrued leave entitlements will be carried over.



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Application Procedure:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria points (found above);
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by **10.00am, Monday 29 November 2021** and emailed to:

recruitment@junction.org.au

Alternatively, sent to:

Brittany Pearson
People & Culture Officer
Junction Support Services
PO Box 1490
Wodonga VIC 3689

For further information regarding details about the position, please contact People & Culture Officer, Brittany Pearson on 02 6043 7400 or 0429 569 312.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

For information about Junction Support Services, and access to our Police Checks Policy, please visit our website, www.junction.org.au.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.



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Declaration of Current and Ongoing Capacity
(To be completed by successful applicant only)

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed:

Witnessed:

Date:

Junction Support Services is a child safe organisation and is proud to be an equal opportunity employer.



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Reference Checks

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. Ideally this would be a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

1. Name: Phone Number:
Organisation:
Relationship:
(eg, supervisor, manager, lecturer)

2. Name: Phone Number:
Organisation:
Relationship:

3. Name: Phone Number:
Organisation:
Relationship:

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services' Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant's Signature: Date:

How did you hear about this position *(please tick applicable box)*:

- Internet
- Newspaper