

22 April 2024

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 People & Culture Administration Officer, Anna Woodland on 02 6043 7400.

Yours sincerely,

Anna Woodland

Anna Woodland
People & Culture Administration Officer
Junction Support Services

Wodonga

155 Melbourne Road
PO Box 1490
Wodonga, Victoria, 3690

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(02) 6043 7400

reception@junction.org.au

Position Description

Document Control

Program:	Therapeutic and Allied Health Services
Position Title:	Adult Counsellor – RISE Program
Version No:	01
Probationary Period:	6 Months from commencement date
Location:	Junction Wodonga Office
Award:	<i>Social, Community, Home Care and Disability Services Award 2010 (Victoria)</i>
Classification:	Social and Community Services Employees, Level 6, Paypoint 1
Hours of Work:	Monday to Friday worked between 9:00am – 5:00pm at 60 hours per fortnight.
Tenure:	14 March 2025
Reports To:	Clinical Lead – Therapeutic Services
Prepared By:	Therapeutic and Allied Health Service Manager
Date Approved/Updated:	19/04/2024

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.

Our Values

Everything we do is underpinned by our core values:

- Inclusion & Diversity
- Integrity
- Innovation
- Collaboration
- Respect

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

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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.

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 Junction. This role provides counselling and group work 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 Therapeutic and Allied Health 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:

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.

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Organisational Context/Relationship:

The Adult Counsellor reports directly to the Clinical Lead – Therapeutic Services, and the Therapeutic and Allied Health Service Manager.

Internal Liaison:

- CEO
- Client Services Manager
- Therapeutic and Allied Health Services Manager
- Clinical Lead – Therapeutic Services
- Adult Counsellors
- Children’s Counsellors
- Therapeutic Specialists
- Other staff members and service users

External Liaison:

- Local, State & Federal Government Departments
- Australian Childhood Foundation
- Community Service Organisations
- Education Providers
- Statutory Authorities
- Health Providers
- Community Groups

KEY RESPONSIBILITIES:

Service Delivery:

Ensure effective delivery of all services by focusing on:

- Undertake assessments and develop therapeutic plans with victim survivors, supporting them to identify their needs.
- 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 the person using violence 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 assessments and develop safety plans 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 in conjunction with Australian Childhood Foundation.
- Participate in facilitating groups where necessary.
- Collaborate in the organisation, co-facilitation and follow-up of clients in group programs.
- Develop promotion strategies for group programs.
- Provide assertive outreach in order to engage victim survivors with the support service.
- Work collaboratively with the Therapeutic and Allied Health 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.

Performance Development:

- Actively participate in Junctions' Performance Development Framework (PDF) as per Junctions' Performance Development Policy.
- Participate in own training and professional development as identified through the PDF and encourage the training and professional development of others.
- Ensure 100% compliance with all aspects of the PDF, both individually and across all operational teams.
- Actively participate in supervision with Clinical Lead – Therapeutic Services.

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 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.
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Other:

- Attend and participate in network meetings and other meetings as directed by the Therapeutic and Allied Health Services Manager.
- Other duties as required by the organisation and Service Manager.

Selection Criteria:

1. A relevant Bachelor's degree 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.

Employment Benefits:

- 5 weeks annual leave pro rata
- 17.5% leave loading on 4 of the 5 weeks annual leave pro rata
- 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 pro rata (whichever occurs first) to contribute to relevant non mandatory and professional development training costs
- The support of regular internal supervision
- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work
- The potential to take leave without pay and an unpaid career break
- Ability to take all personal leave days as careers leave
- 4 weeks paid maternity leave or 1 weeks 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 part time, fixed term until 14th March 2025, and to be worked at 60 hours per fortnight in Wodonga and is operational between Mondays to Fridays, between 8:30am to 6.00pm. The position may require some work to be undertaken outside of normal working hours, which will be accrued as Time in Lieu. There is no paid overtime.

The position is classified under the Social, Community, Home Care and Disability Services Award 2010, as Social and Community Services Employee, Level 6, Paypoint 1. 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 (2017).

A maximum of seven (7) 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 undergo satisfactory pre-employment checks per JSS policy, which includes: at least two (2) professional referees; a criminal records check; Victorian Working with Children Check; registration with the Department Families, Fairness and Housing; and proof of qualifications.

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The successful applicant will initially be engaged in 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 always to be used for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that a current Drivers License be held whilst employed by the agency.

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

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 am, Thursday 30 May 2024** and emailed to:

recruitment@junction.org.au

Alternatively, sent to:

Anna Woodland

Junction Support Services

PO Box 1490

Wodonga VIC 3689

For further information regarding details about the position, please contact Megan Pearce, Therapeutic and Allied Health Service Manager on 02 6043 7400.

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.

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. It is a mandatory requirement that you obtain a referee from 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.

Referees

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

2. Name: Phone Number:
 Organisation:
 Relationship to applicant:

3. Name: Phone Number:
 Organisation:
 Relationship to applicant:

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:

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