

POSITION DESCRIPTION

JOB TITLE	Counsellor – Sexual Assault Support
STATUS	Full Time or Part-time
DATE	January 2022
REPORTS TO	Counselling Lead
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010, Level 6.1 – 6.3 (based on experience)

ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault.

We deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport, and Burnie and through outreach locations across North and North West Tasmania. We also offer a 24-hour telephone support service, provide crisis intervention, support, and advocacy through the medical, forensic, and legal processes, and have an expanding range of education, preventative, and early intervention programs.

PURPOSE OF THE ROLE

As a skilled and valued member of the Laurel House team and reporting to the Team Manager, this position is expected to provide a high standard of trauma-informed clinical practice working with victim-survivors of sexual assault while observing professional standards, legislation, and confidentiality.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Provide confidential, client focused face-to-face and telephone counselling and support for adults, young people, children and non-offending family members and their support people who are affected by sexual violence.
- Monitor client progress against goals and positive outcomes that they have identified, and tailor a response to individual victim-survivors considering their diverse characteristics, attributes and experiences, and their preferences and perspectives.

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- Provide culturally sensitive, trauma-informed intake and assessments along with providing information regarding Laurel House’s services, supports, options, referrals and waiting lists.
- Work collaboratively with other organisations to ensure that a victim-survivor has access to the support they need and to minimise the impact of sexual violence.
- Respond to the needs of clients who have experienced a recent sexual assault by supporting victim-survivors through legal and medical processes.
- Undertake urgent risk assessments and brief counselling to support victim-survivors during periods of distress.
- Update and maintain client records and files according to Laurel House policy and prepare court reports and provide credible witness when required.
- Contribute to the planning, implementation and evaluation of Laurel House’s counselling and education programs.
- Participate in outreach and early intervention and prevention educational programs.
- Listen to and advocate for the needs of clients within Laurel House and promote the voices and resilience of victim-survivors more broadly within the service system.
- Work as part of the larger Laurel House team attending team meetings and staff training as required.
- Actively participate in organisational quality improvement initiatives.

ESSENTIAL REQUIREMENTS

- Bachelor’s degree in psychology, social work, counselling, or equivalent qualification, or occupational therapist with mental health accreditation.
- A minimum of three years practice experience.
- A current Working with Vulnerable People Card.
- A satisfactory National Police Certificate.
- If psychologist or occupational therapist, registration with AHPRA. If social worker or counsellor eligibility for membership of relevant professional association.
- Current drivers’ licence.

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SELECTION CRITERIA

1. Demonstrated experience working with clients (adults, children and young people) in the delivery of evidence-based trauma-informed counselling.
2. Demonstrated knowledge of the impacts and dynamics of sexual assault and violence with the ability to incorporate a trauma-informed framework into interventions with people of all ages, their caregivers, and in the delivery of community education in relation to sexual violence.
3. Highly developed interpersonal and communication skills, both written and verbal, with experience in the preparation of confidential client records and formal reports.
4. Ability to quickly acquire working knowledge of Tasmanian and Federal legislation/regulation and national quality standards pertaining to sexual assault, family violence, child safety and wellbeing and related legislation.
5. Demonstrated personal commitment to continuous quality improvement, professional learning, and reflective practice of self and team.
6. Demonstrated ability to work ethically and autonomously and contribute as a member of the team.

OTHER POSITION REQUIREMENTS

- Must hold Australian citizenship, be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- Proficient in the use of technology including email, internet, and Microsoft Office.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the organisation.

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ACKNOWLEDGEMENT

I certify I have read, understood, and accept the duties, responsibilities, and obligations of the position.

SIGNED BY EMPLOYEE

.....
Printed name	Signature	Date

SIGNED BY CEO

.....
Printed name	Signature	Date