



Application Information Package for the job opportunity:

Counsellor – Family & Domestic Violence

Reference Number: 008SAGE



Thank you for your interest in this position. This package contains the information you require to apply for the position, including:

- Overview about the Employer
- Job Description
- Position details
- Selection Criteria

Applications Close: COB (5pm) Mon 19 Aug 2024

About the employer...

Our Client, SAGE Community Services aka Parramatta/Holroyd Family Support Inc., is a not-for-profit, non-Government organisation supporting vulnerable children, women and families living primarily in the Parramatta and Cumberland local government areas.

They provide specialist family support and domestic violence case management programs, counselling services, and group work. SAGE Community Services works closely with clients and other local agencies, to provide strengths-based, client-focused support to respond to issues including (but not limited to); child development and behaviour, family violence and safety, social isolation, and access to information and services. SAGE is based in Pendle Hill, NSW.

Vision

A world where people thrive in their homes and communities.

Purpose

Supporting children, women and families to be safe, nurturing, empowered and connected to their communities

SAGE's Values

Compassion: We genuinely care about people

Respect: We treat people with dignity. We believe all people have strengths and are experts in their own lives.

Empowerment: We support people to have the confidence and freedom to speak out and make choices that impact on their lives.

Partnership: We work together, not alone.

Inclusion: We welcome and celebrate diversity. We strive to be accessible.

Integrity: We are honest, open, ethical, and fair. We can be trusted to keep our word.

Excellence: We are dedicated to maintaining high standards and seek to continually improve.

Leave work each day feeling part of making a difference to the local community! Find out more on their website www.sagecommunity.org.au

Some of the great benefits provided to employees...

- Increase your take home pay with Salary Packaging
- Some above Award conditions
- Opportunities for multi skilling and up-skilling
- High level of diversity in role
- Excellent working environment

About the Opportunity...

The role will focus on working with children and their families impacted by domestic or family violence or sexual violence. Responsible for the provision of specialist Domestic and Family Violence (DFV) counselling, this position aims to improve the emotional, social and mental wellbeing of children, young people, and their families by providing trauma-informed clinical interventions and responses.

About the Program...

This role is funded under the New Specialist Family, Domestic and Sexual Violence Workers Program to increase service capacity to deliver trauma informed response and recovery support to victim-survivors of DFSV.

COVID-19...

SAGE strongly encourages all employees to be fully vaccinated for COVID-19 (including booster) due to the nature of the work including working with vulnerable members of the community. Employees are required to comply with SAGE COVID19 Safety Plan, Policies and Procedures. Please note, the successful applicant may be required to provide their proof of vaccine certificate which will be securely stored in their personnel file.

Child Related Employment...

This role is classified as child related employment and as such, the successful applicant will be required to provide a copy of current clearance of a paid employment type NSW Working with Children (WWC) check (under the Child Protection (Working with Children) Act 2012). A copy of the letter you received from the Office of the Children's Guardian confirming your identity, your NSW WWC check number and expiry date is suitable.

If you don't currently hold a NSW WWC check, you do not need to gain this prior to applying for this job. Please accept this as advanced notice that should you progress through the recruitment process as far as to being offered the role, you would need to agree to apply for a check without delay as it can take up to 4 weeks to process. Fees involved are generally tax deductible.

However, if you currently hold a WWC check from another state or you hold a volunteer type NSW WWC, legislation does allow for you to start in the role assuming you apply to transfer to a new paid employment check within 3 months. So again, please note you do not need to gain this prior to applying for this job.

For more information, please visit the [Office of the Children's Guardian website](#)

Position Details...

Status:	Part Time
Term:	ongoing, dependent on funding
Hours per week:	14hrs per week in total
Days of work:	Negotiable
Award Coverage:	Salary and conditions of employment will be as described in the NSW SCHADS Award
Salary:	Salary classified at Level 5, Pay point 1 (dependant on experience). For current Award rates please click here
Positions available:	There is 1 vacant position being advertised
Location:	Based in Pendle Hill, NSW
Travel required:	The role is based in Pendle Hill however some transport will be required across the funded districts

Being a woman is a genuine occupational qualification for this position under s.31 of the Anti-Discrimination Act 1977 (NSW).

Probationary Period...

A three-month probationary period applies to all positions at this employer from the date of appointment. A probationary review will be conducted prior to conclusion of this period.

Pre-employment checks required...

The successful applicant will be required to participate in the following as part of the recruitment process:

- Right to Work in Australia
- Criminal Background Check
- COVID vaccination verification

Salary Packaging...

This employer has been endorsed as a Public Benevolent Institute (PBI). As such, they can offer their employees access to salary packaging benefits. Salary packaging offers significant tax benefits which present an opportunity for you to increase your take home pay by allowing you to take part of your income as a tax-free benefit. Salary packaging is completely voluntary but if you choose to utilise this, it can decrease your taxable income and therefore tax paid, increasing the amount you take home each pay period.

The Position Description...

Counsellor Position Description

Program Overview

This role is funded under the New Specialist Family, Domestic and Sexual Violence Workers Program to increase service capacity to deliver trauma informed response and recovery support to victim-survivors of DFSV.

Key Result Areas

- Counselling and therapeutic interventions
- Cultural Competence
- Work Health and Safety
- Quality Improvement

Description of Duties

Clinical – Counselling and Therapeutic Interventions

- Provide skilled counselling with an approach informed by and compatible with client focused, trauma informed, holistic frameworks.
- Provide counselling to support clients dealing with a diverse range of health and social issues
- Provide individual advocacy and/or case management when required
- Provide psychoeducation, information and referral where required (with client consent)
- Facilitate opportunities for the client's participation in all aspects of service provision
- Assist and support clients to enhance their existing coping skills, problem solving skills and ability to mobilise resources.
- Assist clients to establish and maintain supportive relationships within their community
- Compile and maintain appropriate resources to carry out the position
- Adhere to a code of ethical conduct in accordance with objectives and rights of clients
- Conduct intake assessments to determine the needs and goals of the family (if appropriate)
- Adhere to SAGE Policies and Procedures
- Make Child Protection Reports and document as necessary in consultation with the Family Support Team Leader or Executive Officer

Work Health and Safety

- Adhere to the documented WHS Policies and Procedures of SAGE. Work Health and Safety is a priority of SAGE and is imbedded throughout all our practice and policies, in line with the requirements of SafeWork and the WHS Act 2011 and the SAGE Risk Management Policies and Safety Plans
- Report any incidents or concerns regarding the safety of a worker, a client or a stakeholder when engaging with the services of SAGE. WHS is a standing item on the Team Meeting agenda and the team is encouraged to report any concerns as and when they arise
- Engage in organisational WHS reviews, Risk Management Processes and training as required

Quality

- Actively participate in maintaining best practice standards
- Participate in reviews and evaluation of the Counselling program as required
- Participate in evaluations of SAGE products and services as required
- Participate in internal management supervision (min 6 weekly)
- Participate in external clinical supervision (min 6 weekly)
- Maintain a working knowledge of legislation and good practice relating to the role, including child protection and mandatory reporting, disability inclusion, and service standards
- Attend seminars, lectures, conferences and supervision as required for professional development

Teamwork and General Duties

- Demonstrate an active, dedicated commitment to the SAGE Vision, Purpose, Values and strategies, as well as all SAGE policies, procedures and other guiding documents
- Promote a positive image of SAGE in all your work
- Demonstrate a positive approach to working with all other SAGE team members; support and collaborate with others to enhance the SAGE's work and image
- Contribute to positive change by identifying opportunities for improved practice in SAGE service delivery
- Represent SAGE at meetings, events and interagencies as required
- Support the daily routine of SAGE, including responding to enquiries as required
- Participate in SAGE team meetings and staff development processes
- Perform other duties as required from time to time, consistent with the position, as directed by the Executive Officer

Skills and Experience

Essential

- Relevant tertiary qualifications (e.g. Psychology, Counselling or equivalent)
- Minimum 2 years counselling experience with children and young people
- Knowledge and understanding of domestic, family and sexual violence and complex needs of victim/survivors
- Proven ability to support adults and children in crisis or at significant risk of harm and understanding of trauma-informed practice
- Demonstrated excellent written and verbal communication skills
- Ability to be flexible and manage competing demands
- Ability to be creative and problem solve in challenging situations
- Demonstrated cultural competency and sensitivity to working with clients from diverse cultural backgrounds e.g., Aboriginal and Torres Strait Islander communities, Culturally and Linguistically Diverse communities, LGBTQTIA+ communities, and people living with a disability
- Ability to work both independently and within a small team
- High level of computer literacy (including office 365, online information client management systems)
- Excellent organisational, administrative and time management skills
- Current driver's licence and comprehensively insured vehicle
- Current WWCC and Police Check

Desirable

- Fluency in a community language

Recruitment process...

- You may be invited to initially participate in a brief telephone interview with us to discuss your application further and your suitability for the role
- Short listing of applicants for interview and notification is normally completed within a one to two-week period. Likewise, unsuccessful applications will be notified in this timeframe also
- It is standard practise to interview with a Selection Panel comprised by the employer themselves. The final decision of applicant suitability rests with them and is based on the Selection Criteria.
- Job interviews are intended to occur the week beginning 19th August (date and time to be confirmed). Please ensure you can make yourself available between business hours for an interview, should your application proceed to this stage.

How to Apply...

To apply, please send us your resume including details of your previous work history as well as your educational achievements.

But don't leave it there – include a cover letter (either written or video) that tells us a little more about yourself and why you are applying for the position.

You may also be asked to answer some questions about the selection criteria mentioned in the advertisement and you can do that simply by filling out the questionnaire online (hint – if you have answers typed out in a Word document you can simply copy and paste them into the online form when you're ready).

Answering these questions doesn't to be a lengthy process, a few sentences to each is fine. It's all about allowing us a chance to get to know you a little deeper in things that might not be covered specifically in your just your resume.

When you've got these documents ready to go, head over to our website to fill out the online application form:

www.asterhr.com.au

Receipt of your application will be confirmed by email.

Still looking for more information?

If you have any questions or would like to talk a bit more about this job before applying, please call us on (02) 4555 4634 or email jobs@asterhr.com.au

Thank you for your expression of interest regarding this great opportunity.

Good Luck!