



## Duty Statement for Counsellor/Advocate

<b>Position</b>	Counsellor/ Advocate
<b>Hours</b>	Up to 38 hours per week
<b>Level</b>	SaCS Award Grade 5 (equivalent)
<b>Salary range</b>	<p><b>\$49, 081 – \$51, 571 pro-rata per annum</b></p> <p>Equivalent to SACS Award Grade 5 = \$24.75 to \$26.01 per hour</p> <p>CRCC offers a flexible salary packaging plan resulting in the option of accessing up to \$16,042 p.a. of wages in fringe benefit payments. This can mean up to an extra \$4,800 in annual salary and is dependant on individual circumstances (such as whether you have HECS fees etc)</p>
<b>Reports to</b>	Service coordinator
<b>Special conditions</b>	<p>This is a woman only position under s 34 (1) of the Discrimination Act 1991 which does not make it unlawful for a person to discriminate against someone else on the grounds of sex in relation to a position as an employee, contract worker etc, if it is a genuine occupational qualification for the position.</p> <p>Child Protection legislation requires that the preferred applicant will be required to undertake a employment screening including a Police check.</p> <p>Tertiary qualifications in social work, psychology or counselling or relevant experience are required.</p> <p>A current driver's license is required</p>

## 1. Accountability areas and outcomes (span of accountability)

Key Focus Area	Outcome
<b>Services:</b>	
<ul style="list-style-type: none"> <li>• <b>Client:</b> refers to what the position is accountable for in relation to service delivery to clients. May include such considerations as timeliness and appropriateness of management, timeliness and appropriateness of referrals, approach used.</li> </ul>	<ol style="list-style-type: none"> <li>1. Counselling services are supportive, accessible, inclusive, non discriminatory and consistent with professional standards</li> <li>2. Clients receive advocacy and support services including appropriate referrals</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Planning/Work Organisation/ Meeting Job Responsibilities/Reporting:</b> refers to the timeliness, appropriateness, quality and effectiveness with which the staff member plans and organises work, meets job responsibilities set out in the duty statement, and meets reporting requirements.</li> </ul>	<ol style="list-style-type: none"> <li>3. Administration, planning and work organisation requirements are met</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Skills and Development:</b> refers to the match between the skills and experience of the staff member and the nature of the work required. Also includes appropriate identification of development needs and demonstrating personal responsibility in ensuring ongoing development in areas of identified need or in accordance with professional requirements.</li> </ul>	<ol style="list-style-type: none"> <li>4. Skills, professional development and qualifications are appropriate to the work undertaken</li> </ol>
<b>Organisational Strengthening:</b>	
<ul style="list-style-type: none"> <li>• <b>Team/Organisation:</b> refers to the relationship with colleagues, contribution to a spirit of cooperation, proactive sharing of information and contributions to pool of knowledge, coordination of services with other parts of the organisation, consultation with others, overall attitude towards work, clients and colleagues.</li> </ul>	<ol style="list-style-type: none"> <li>5. Skills, information and knowledge is shared with the rest of CRCC.</li> <li>6. CRCC management team has information about trends and issues</li> <li>7. Work is coordinated with the wider CRCC</li> <li>8. Peer relationships are developed, nurtured and effective</li> </ol>
<ul style="list-style-type: none"> <li>• <b>CRCC Philosophy, Values and Frameworks:</b> refers to the demonstration of the organisational philosophy, values and frameworks, eg. Feminist</li> </ul>	<ol style="list-style-type: none"> <li>9. CRCC philosophy, values and frameworks are demonstrated in work undertaken with clients and the community</li> </ol>

Key Focus Area	Outcome
<p>organisation committed to the safety and empowerment of women and children, feminist service delivery, commitment to a strong structural understanding of power and gender in today's society, encouragement of men to take responsibility for addressing sexual violence against women and others, working with and alongside Indigenous communities/organisations and to human rights frameworks and principles</p>	
<ul style="list-style-type: none"> <li>• <b>Resource Management:</b> refers to the appropriateness of planning and deployment of staff resources and approval of spending within financial constraints; management of centre budget.</li> </ul>	<p>10. Input provided to resource planning</p>
<ul style="list-style-type: none"> <li>• <b>Systems and Infrastructure:</b> refers to the appropriateness of systems, policies, procedures and infrastructure, the extent to which they are understood and followed, whether they are up to date and support the work of CRCC.</li> </ul>	<p>11. The policies and procedures of CRCC are followed and meet the needs of the organisation</p>
<p><b>External Relationships:</b></p>	
<ul style="list-style-type: none"> <li>• <b>External Stakeholders:</b> refers to the quality of the relationship built and maintained with relevant agencies, services, communities and other workers. Includes quality, frequency, effectiveness and appropriateness of networking and education/support provided</li> </ul>	<p>12. Relationships with relevant referral agencies, services and workers are maintained, built and strengthened</p>
<p><b>Community Engagement:</b></p>	
<ul style="list-style-type: none"> <li>• <b>Community Engagement:</b> refers to the raising of awareness and knowledge in the broader community of the causes, impacts of and alternative responses to rape and sexual violence</li> </ul>	<p>13. Awareness of sexual violence, its causes, effects and appropriate treatment are better understood by agencies and within the broader community</p>

## **2. Responsibilities and tasks (span of responsibility)**

Note: The numbers in square brackets show the link between responsibilities/ tasks to the outcome above.

- Provide of counselling, information, referral, advocacy and support services to women, men, children, young people and their non-offending supporters who have experienced sexual assault. [1]
- Provide out of hours back up for the first response team [1]
- Attend crisis call outs when needed [1]
- Plan, develop and facilitate therapeutic and support groups. [1]
- Plan, develop and facilitate education and training. [1]
- Participate in a 24 hour crisis roster for telephone crisis intervention and callouts to medical, police and forensic services.[1]
- Provide non-residential outreach services in the community [1] [2]
- Support clients to navigate the criminal justice system [2]
- Collaborate with staff in key agencies regarding joint client outcomes [2] [12]
- Represent CRCC in meetings, forums and events as required including participation in CRCC community education activities – particularly in areas such as trauma, therapeutic frameworks, clinical counselling and victim response [12] [13]
- Develop, coordinate and monitor case plans in collaboration with clients, CRCC team members and with staff of key agencies [12] [7]
- Offer advice and knowledge to other individuals and agencies regarding clinical practice for people who have experienced sexual assault [12]
- Write specialist reports for external agencies. May include reports for the Family Court, Criminal Courts, Immigration, Housing, Centrelink and victim impact statements [12]
- Share knowledge, information and skills with other members of CRCC [5]
- Provide information, consultation and debriefing regarding the sexual assault of clients to relevant service providers and CRCC staff [12]
- Identify and share any issues and trends that emerge from working with clients and external stakeholders with the management team to support CRCC's broader advocacy role [6] [13]
- Actively participate in CRCC staff and team meetings including intake meetings with other members of the CRCC counselling and support team to prioritise client needs and organise appointments [7] [8]
- Participate, coordinate, negotiate and contribute to case conferences [7]
- Work with the management team/ supervisor to ensure general management supervision occurs and facilitates the delivery of quality services [7]
- Undertake all client and community related activities in a manner consistent with the CRCC philosophy, values and frameworks [9]
- Maintain client records and collect, maintain and evaluate service provision data [3]
- Other administrative and ad hoc tasks – car bookings, managing calendar etc. [3]

- Maintain professional qualifications and skill and receive supervision from clinical supervisors [4]
- Prepare for any supervision of counselling and take responsibility for ensuring supervision occurs [4]
- Provide input to, and follow CRCC policies and procedures [11]

### 3. Levels of decision making (span of control)

Control Area	Span
Finance	Make petty cash purchases up to \$50
Operational decision making	Determine the approach to individual counselling sessions within the CRCC philosophy, values and frameworks Determine which external agencies to work with to support counselling
Resource management	The person in this position is not responsible for any direct staff supervision. Within the job requirements, the person in this position can: <ul style="list-style-type: none"> <li>• manage their own time, time off and appointments</li> <li>• management of own shifts with colleagues</li> </ul>

### 4. Application Information

Please address Selection Criteria, as per Section 2 of the Duty Statement, and provide details of 2 referees and send to:

Chrystina Stanford  
Service Coordinator  
Canberra Rape Crisis Centre  
PO Box 916  
Dickson ACT 2602  
[coordinator@rapecrisis.org.au](mailto:coordinator@rapecrisis.org.au)

by the closing date of 15 February 2010