



## Duty Statement

### for Counsellor/Advocate (Designated Position)

<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>Option of accessing up to \$16 042 of wages in fringe benefit payments</p> <p>CRCC offers a flexible and generous 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> <p>Overnight backup on call work will be paid over and above the base salary at [please insert pay rate and any conditions]</p>
<b>Reports to</b>	Service Coordinator
<b>Special conditions</b>	<p>This is a designated Aboriginal or Torres Strait Islander position under 42 (2) of the Discrimination Act 1991.</p> <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>Clinical supervision and cultural supervision will be provided.</p> <p>Overnight backup on call work may be required approximately twice a month.</p> <p>Occasional attendance at sector meetings and events including some weekend and evening events will be required.</p> <p>Child protection legislation requires that the preferred applicant will be required to undertake employment screening including a Police check.</p> <p><b>Must hold a current drivers' license</b></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. ATSI clients receive culturally appropriate information, advocacy, support and outreach 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>2. 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>3. 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>4. Skills, information and knowledge is shared with the rest of CRCC, particularly the CRCC Counselling and Support team, to support ASTI clients with culturally appropriate services.</li> <li>5. Work is coordinated with the wider CRCC.</li> <li>6. CRCC management team has information about trends and issues.</li> <li>7. Peer relationships are developed, nurtured and effective.</li> </ol>

Key Focus Area	Outcome
<ul style="list-style-type: none"> <li>• <b>Nguru/CRCC Philosophy, Values and Frameworks:</b> refers to the demonstration of the organisational philosophy, values and frameworks, e.g. Feminist 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.</li> </ul>	<p>8. Nguru/CRCC philosophy, values and frameworks, values and frameworks are demonstrated in work undertaken with clients and the community.</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>9. 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>10. The policies and procedures of CRCC are followed and meet the needs of the organisation.</p>
<b>External Relationships:</b>	
<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>11. Relationships with relevant community groups, agencies, services and networks are maintained, built and strengthened.</p> <p>12. The ATSI community has increased capacity to deal with regarding issues related to sexual violence.</p>
<b>Community Engagement:</b>	
<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 of, impacts of and alternative responses to rape and sexual violence</li> </ul>	<p>13. ATSI and mainstream communities have increased understanding of ATSI people and issues regarding sexual assault .</p>

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

Note: The numbers in brackets below show the link between responsibilities/ tasks and the outcomes above.

- Provide first response, outreach, support, advocacy and information for people who have recently been sexually assaulted, and their supporters, and who are undergoing a Police interview or a forensic medical examination. [1]
- Provide , support, information, referrals, group work and advocacy to clients of CRCC including Aboriginal and Torres Strait Islander people who have experienced sexual violence and to their non offending supporters [1]
- Provide counselling to those who report historical child sexual assault.[1]
- Provide telephone based, first response support, information, referrals and advocacy to people who have experienced sexual violence and/or been affected by it, and to their non offending supporters... [1]
- Report children at risk to ACT Care and Protection in accordance with CRCC policy.
- Participate in 24 hour crisis roster and attend callouts as necessary.[1]
- Initiate, consult, liaise, develop and actively participate in relevant community networks, interagency meetings and focus groups [11]
- Represent CRCC at public and community events as appropriate [11]
- Liaise and work collaboratively with government and non-government agencies and community organisations; respond to requests for information [11], [13]
- Consult with the community then develop, plan and deliver community education sessions and group work to people within the Aboriginal and Torres Strait Islander community, and those within the broader community[13]
- Build capacity within the community through train the trainer and other initiatives [12]
- Work closely with CRCC counsellors, including through mutual mentoring, to provide cultural advice regarding appropriate approach to counselling Aboriginal and Torres Strait Islander people [4] [5]
- Participate in intake meetings, and clinical consultation to ensure an understanding of the broader work of CRCC and its application to ATSI clients [4]
- Work with the management team to ensure general management supervision occurs and facilitates the delivery of quality services.[7]
- 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]
- Ensure all advocacy, information, support, education and referrals are consistent with Nguru/CRCC's organisational philosophy, values and frameworks, values and frameworks [8]

- **Maintain client records and collect, maintain and evaluate service provision data [2]**
- **Support the CRCC management team to develop resource plans for Nguru as needed [9]**
- **Ensure skills, qualifications and professional development are maintained and are relevant to the role [3]**
- **Provide input to, and follow CRCC policies and procedures [10]**
- **Ensure a whole-of-client approach is taken by CRCC to each client. [1]**
- **Assess the immediate needs of people who wish to access CRCC counselling services and liaise with counselling team members to identify priorities and organise appointments. [2]**
- **Refer crisis line callers to appropriate services if they do not wish to access ongoing CRCC services. [2]**
- **As part of any first response outreach, support the family , friends, partners and other supporters present. [2]**
- **Maintain and update the CRCC library and other information resources including client resources in waiting area. [2]**
- **Report children at risk to ACT Care and Protection in accordance with CRCC policy. [3]**
- **Liaise with relevant agencies such as SACAT (Police Sexual Assault and Child Abuse Team), FAMSAC (Forensic and Medical Sexual Assault Care) and CARHU (Children at Risk Health Unit). [13]**
- **Liaise and work collaboratively with relevant agencies and community organisations and respond to requests for information. [13]**
- **Build, maintain and strengthen relationships with providers of referral services. [13]**
- **Coach and provide expertise to police, doctors during initial callout or crisis. [14]**
- **Participate in education and networking events on an as needs basis and as asked by external organisations. [14]**
- **Share first response information and knowledge with others in CRCC, particularly counsellors. [6]**
- **Provide training to new staff regarding first response and ensure new staff are connected to current networks of external service providers. [6]**
- **Assist with managing the case load of counsellors, by way of providing counselling to those who cannot wait on the waiting list. [7]**
- **Work with the management team to ensure general management supervision occurs and facilitates the delivery of quality services. [7]**
- **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. [8]**
- **Participate actively in relevant CRCC staff meetings, training sessions and team meetings including intake and counsellor meetings. [7] [9]**

- Undertake all counselling, support, advocacy and education activities in a manner consistent with the CRCC philosophy, values and frameworks. [10]
- Answer and respond to CRCC general number calls transferring and forwarding messages as required. [4]
- Develop rosters to ensure the 24 hour number is always covered including back-up. [4]
- Maintain client records and collect, maintain and evaluate service provision data.[4]
- Provide input to resource planning as required. [11]
- Keep informed about sexual assault, models for trauma counselling etc. by attending workshops, reading current papers and taking to others in the organisation and outside. [5]

### 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 client advocacy, support and information within the Nguru/ CRCC philosophy, values and frameworks, values and frameworks, values and frameworks  Determine which external agencies to work with
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 manage their own time, time off and appointments
[to be completed]	

### 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**