



## Position Description

<b>Position Title:</b>	Drought Counsellor
<b>Hours per week:</b>	19 to 38 hours per week – full time or part time position available
<b>Salary:</b>	In accordance with the Community Connections (Vic) Ltd 2005 Enterprise Bargaining Agreement.
<b>Tenure:</b>	Ongoing
<b>Probation:</b>	3 Months
<b>Reports to:</b>	Team Leader – Drought Counselling
<b>Location:</b>	Warrnambool or Hamilton
<b>Date prepared:</b>	August 2008
<b>Qualifications:</b>	<i>Minimum</i> – A Degree in Social Work or equivalent. <i>Preferred</i> – A Degree in Social Work, or equivalent, together with extensive experience in the delivery of counselling services using appropriate therapeutic approaches and community development activities.

### POSITION SUMMARY

The Counsellor is responsible for providing a range of drought counselling services to individuals and families in South West Victoria. This will include the provision of direct service delivery to clients, information to the community, community development activities and project work. Participation in the agency's Family Dispute Resolution Program (mediation) is also required. This is an evolving position and as such the duties will alter in accordance with Agency requirements over time.

### MAJOR RESPONSIBILITIES

- Provide individual, group counselling, community development and project work utilising a variety of intervention methods. This may include:
  - Information
  - Referral
  - Crisis intervention
  - Education
  - Skills training

- Counselling (including individual counselling and family therapy)
- Family Support
- Case management
- Early intervention
- Community Development activities.
- Participate in the establishment of a multi disciplinary approach to individuals and families with attention to the links with Primary Care Partnerships, Drought Counsellor Networks and other relevant community agencies.
- Participate in the agency's Family Support Drought Response Team including the development and dissemination of promotional material.
- Provide Family Dispute Resolution services as required.
- Support and participate in the Agency's commitment to the ongoing Quality Improvement process.
- Input and maintain accurate client data on the Agency Database at all times.
- Supervise students in fieldwork placements as appropriate.
- Duties may alter in accordance with Agency requirements over time.

**AS A MEMBER OF THE CCVL FAMILY SUPPORT DROUGHT RESPONSE TEAM YOU WILL BE ACCOUNTABLE FOR AND PARTICIPATE IN:**

- Any research projects regarding the service models.
- Operate within, and participate actively in, a multi-disciplinary service team.
- Participate in community development and group work.
- Participate in regular training, supervision and ongoing performance appraisal and monitoring of practice standards.
- Utilise a case management process which includes assessment, planning, coordination, monitoring and referral mechanisms.
- Participate in case related processes and maintain accurate records and statistics in relation to service activities.
- Maintain an active awareness of local welfare and drought related needs pertaining to the client target group and participate in the development of programs to meet these needs.

**REPORTING RELATIONSHIPS**

- This position reports directly to the Team Leader Drought Counselling.
- This position reports to the Family Dispute Resolution Team Leader for mediation practice.
- No positions report to this position.

**PERSON SPECIFICATION**

**Essential:**

- Degree in Social Work or equivalent
- Extensive experience in counselling, group work and community development activities.

**Desirable:**

- Interest in empowering drought affected communities.

**KEY SELECTION CRITERIA****These must be addressed in a written application.**

1. Demonstrated experience in the delivery of counselling services with skills in the areas of providing information, referral pathways, crisis intervention, education and skills training, counselling (including individual counselling and family therapy), family support and case management, early intervention and community development activities.
2. Demonstrated ability in dealing with clients/members of the general public on sensitive issues.
3. Well developed interpersonal skills, communication and written skills, including the ability to prepare documents for case planning, set goals and maintain a positive approach in working with families, individuals and groups to achieve these goals within an established time frame.
4. Demonstrated ability to set up networks with relevant agencies.
5. Demonstrated ability to contribute actively as a member of a multi-disciplinary practice team.
6. Demonstrated ability to accept supervision in its various forms as a process for ensuring quality commitments are achieved.
7. Demonstrated ability to participate in, and contribute to, staff development within the Agency setting.
8. Demonstrated ability to promote the role and services of the Agency, and work within the agency's vision and Framework of Practice.

**ADDITIONAL REQUIREMENTS**

A current Drivers' Licence is essential as some travel will be required.

It is desirable for the applicant to have access to a telephone and private vehicle.

The applicant will be required to substantiate formal qualifications.

The appointment is subject to a satisfactory Criminal Records Check.

The applicant will be required to have a current Working with Children's Check.

Under Victorian WorkCover legislation, it is the applicant's duty to advise Community Connections (Vic) Ltd of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

Because of the nature of the position and the fluctuation in workload, it may be necessary to work outside normal working hours.

**REFERREES**

The names and contact details of two referees must be included with a written application.