



Position Description

Position Title	Counsellor / Case Manager
Department	Counselling and Support Services
Program	Acorn <i>Children's Family Violence Counselling Service</i>
Location	South
Classification Level	Level 4

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We are here to help people and communities thrive by supporting people to create positive connections.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to serve
- In it together
- People matter
- Looking forward

Position Summary

The services provided in Early Intervention Services are primarily focussed on working with individuals, children and families in response to any type of relationship or life issue and to improve their mental health and/or personal health & wellbeing.

The primary purpose of this position is to provide trauma informed, age-appropriate services to families, individuals and children who have been impacted by family violence. With particular focus on ensuring that children are at the centre of all work undertaken.

Key Areas of Responsibility

- Provision of comprehensive assessment and therapeutic intervention to individuals children and families impacted by family violence
- Work collaboratively with other agencies to deliver support to individuals affected by family violence



- Proactively work to meet agreed service targets
- Delivery of education and support to other RA Tas staff working with family violence.
- Completion of required administrative work associated with client sessions, including maintaining accurate client data and files and working within RA Tas policies.
- Represent Relationships Australia Tasmania at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	Manager, Counselling and Support Services South
Direct Report(s)	Nil
Other(s)	RA Tas clients, external organisation stakeholders, other practitioners and RA Tas staff

Extent of Authority

The counsellor informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines
- Our organisation is committed to providing a welcoming and safe environment and to delivering culturally safe services for Australia's First Nation peoples. You are required to behave in a manner that is respectful, culturally appropriate and welcoming for all First Nations peoples.
- Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Degree in Social Work, Psychology or equivalent tertiary qualifications incorporating trauma counselling, that are eligible for registration related to their professional qualifications.
2. Minimum two years demonstrated experience in providing trauma informed counselling, to children, individuals and families, particularly in relation to family violence
3. Demonstrated skills in psychoeducation and training.
4. Knowledge and understanding of counselling theory and practice, including trauma-informed practice, developmental theory and family violence frameworks of practice
5. Ability to communicate and engage with a wide range of stakeholders
6. Capacity to reflect on own practice, with supervisor, peers and self
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

8. Current drivers' licence
9. Computer literacy

Special Requirements

- Appointment to this position will be subject to:
 - a current and satisfactory National Police Check and as applicable an International Police Check
 - a current EMPLOYEE Working with Vulnerable People registration for Child Related Activity
- Some intrastate and interstate travel may be required in the position

Working Conditions

- Some out of hour's work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

Approval

Michael Kelly
CEO

December 2022

