Department of Communities Tasmania

STATEMENT OF DUTIES

Position Title	Family Violence Counsellor – Children and Young Person's Program
Position Number	Generic
Division/Branch/Section	Children, Youth and Families, Children and Families Family Violence Counselling and Support Services
Award/Agreement	Allied Health Professionals Public Sector Unions Wages Agreement
Classification	Allied Health Professional Level 1-2
Position Status*	Permanent/Fixed-term/Casual
Position Type*	Full-time/Part-time
Location	South/North/North West
Reports to	Team Leader – Children and Young Persons Program
Check Type	Schedule 1
Check Frequency	Pre-employment

** The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

Communities Tasmania creates an environment where children's safety and wellbeing is the centre of thought, values and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies and taking action to promote child wellbeing and prevent harm to children and young people.

Primary Purpose

- To work as an effective member of the Family Violence Counselling and Support Service (FVCSS) in the Children and Young Persons Program (CHYPP) which was established as part of the Tasmanian Government Safe at Home initiative.
- Provide specialist services to children and young people affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.
- Provide programs that incorporate multi-level assessments and interventions and address the needs of children and young people affected by family violence.

Primary Duties

1. Assist children and young people to recover from their experience of family violence trauma through the delivery of evidence based and family violence trauma informed therapeutic counselling and support. This will include a range of developmental and age appropriate techniques and tools within a counselling/therapeutic setting.
2. Contribute to and participate in the development, implementation and evaluation of group programs.
3. Provide information and support, referral and advice to clients and other service providers.
4. Assess and monitor the ongoing needs of the children and young people who access the service in relation to safety and stability in the context of family violence.
5. Identify, develop, provide or purchase the services required to meet the needs of children and families. Provide support and input to the child's care team parent/carers and other professionals where necessary.
6. Liaise with other relevant program areas to ensure coordination of services, including other Safe at Home service providers.
7. Participate in team meetings, case reviews, peer supervision and regular clinical supervision conducted by the service.
8. Accurately record and maintain the case data requirements and details of counselling sessions, assessments, supports, interventions and closure summaries in the client record as required.
9. Participate in quality improvement, education and research projects undertaken by the multidisciplinary team as required.
10. Maintain contemporary professional knowledge through appropriate continuing professional development activities.
11. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that

will ensure Communities Tasmania is a child safe organisation including reporting, record keeping and information sharing obligations.

12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

- Responsible for exercising professional judgment in the provision of safe, effective and efficient services as part of the multidisciplinary FVCSS in the CHYPP under the general direction of the team leader. Regular professional supervision and performance reviews will be provided by the team leader or an appropriate person.
- Responsible for promoting the principles of workplace diversity and exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Responsible for working in accordance with the *Family Violence Act 2004*, *Children, Young Persons and Their Families Act 1997* and other relevant legislation.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Full COVID 19 vaccination
- Current Tasmanian Working with Children Registration.
- University acquired degree or diploma in a humanities field.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1 Conviction checks in the following areas:
    a) crimes of violence
    b) sex related offences
    c) serious drug offences

d) crimes involving dishonesty

2 Identification check

3 Disciplinary action in previous employment check.

Desirable Requirements

- Current Driver's Licence.

Selection Criteria

1. Demonstrated knowledge, understanding and practice experience of family violence trauma and its impact on the developmental needs of children and young people, together with the ability to assess complex dynamics and risk and safety assessments within a specialist family violence framework.
2. Demonstrated ability to work therapeutically with children and young people who have complex needs, including the ability to work effectively with family members and other service providers in a complex care context.
3. Demonstrated ability to exercise professional judgment and initiative, work with general supervision and seek guidance as appropriate.
4. Demonstrated time management skills and ability to prioritise and monitor a busy workload while providing a high standard of client care.
5. Ability to communicate verbally and in written form, and liaise effectively with clients, carers and other staff and stakeholders.
6. Ability to work collaboratively as part of a multidisciplinary team and be adaptable and flexible in a complex environment.
7. Demonstrated commitment to quality improvement, research and ongoing professional development.
8. Understanding of the principles of primary health care and the needs and best interests of children and young people affected by family violence.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the

workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.