



# JOB AND PERSON SPECIFICATION



<b>Title of Position</b>	Intervention Counsellor	<b>Position Number</b>	N/A
<b>Division</b>	Client Services	<b>Award</b>	SCHCDS
<b>Section</b>	Community Transitions Don't Become That Man	<b>Classification</b>	Level 6
<b>Location</b>	Adelaide Metropolitan	<b>Employment Type</b>	As per contract
<b>Delegated \$ Authority</b>	N/A	<b>Probation Period</b>	6 months
<b>Position Type</b>	As per contract	<b>Hours per. week</b>	As per contract

Job & Person Specification approved by the CEO: ...../...../.....

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## JOB SPECIFICATION

### 1. Summary of the broad purpose of the position in relation to organisation goals.

The Intervention Counsellor is responsible for providing professional counselling services for the specific nominated program(s) within the Community Transitions (CT) organisational and clinical framework providing a dedicated, early intervention response service. This includes provision of:

- Assessment and safety planning, inclusive of assessment and readiness for change, accountability, and threshold of engagement
- Delivery of high-quality, dedicated, needs specific, counselling services in line with Community Transitions operational guidelines, policies, and priorities.
- Deliver services across a range of modalities including, but not limited to group facilitation, individual counselling, phone, webchat, and videoconferencing.

***CT follows the SA Information Sharing Guidelines (ISG) for promoting safety and wellbeing. The Rehabilitation Counsellor is required to comply and act in accordance with the ISG Policy & Guidelines.***

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### 2. Reporting/Working Relationships

The Intervention Counsellor is directly responsible to the Team Leader will develop effective working relationships with colleagues, co-workers, partners, and support agencies, such as: Men's Referral / DV Crisis Line, Courts Administration Authority (CAA), Department for Correctional Services, SAPOL.

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### 3. Special Conditions

- A current driver's license is required.
- Some travel to outreach sites and out of hours work are required.
- Must maintain a police check, DHS Screening Check and ensure all client and program details remain confidential.

## Statement of Key Outcomes and Associated Activities

### **4. Statement of Key Outcomes and Associated Activities**

#### **4.1 Ensure the coordination and delivery of a high-quality intervention by ensuring that:**

- High-quality Assessment, Counselling and interventions are provided.
- Risks and safety are prioritised, with planning and mitigation strategies implemented.
- Callers, clients and colleagues are treated in line with organisational values, policies and principles.
- Treatment/Intervention adheres to approved program specific interventions, incorporating CT organisational and clinical framework.
- Networking and advocacy with external service providers
- Resources utilised are effective in responding to client needs and build upon already existing individual, family and community supports.
- Client needs are met by undertaking and coordinating crisis intervention as necessary.
- Priorities are set and workflow monitored, exercising judgement, and using initiative.
- Referral of clients to other services and mandated reporting obligations are completed.
- Professional relationships are established and maintained with relevant stakeholders.
- The service is promoted in a positive manner in the community and delivered to a high standard within resources and in line with quality management expectations.
- Ensure that knowledge, skills, and service provision is in keeping with current practices.
- Any other duties as directed.

#### **4.2 Administrative requirements of the role include:**

- Utilising excellent time management practices and systems
- Maintain timely and accurate client records, files, and data.
- Data collection and collation regarding the service and its outcomes are managed in accordance with the service agreement.
- Provision of monthly progress report and ad hoc reports
- Work in collaboration with Team Leader/Manager and other stakeholders to ensure that the Key Performance Indicators (KPIs) of the program are achieved.

#### **4.3 Commitment to ongoing professional development through;**

- Active participation in supervision, clinical supervision, reflective practice, and team meetings
- Expanding knowledge of counselling theory and practice, gendered violence, and perpetrator interventions
- Being open to ongoing feedback and learning from relevant stakeholders
- Participation in organisational training, evaluations, and research

### **5. Work Health and Safety**

- Maintain a safe work environment in accordance with Policies and Procedures
- Participate in mandatory WHS training sessions.
- Ensure appropriate risk assessments are completed, recorded and accessible to relevant parties.
- Identify and promptly report accidents, hazards, and incidents in the workplace.

## PERSON SPECIFICATION

### Essential Minimum Requirements

#### ***Educational/Vocational Qualifications***

- Tertiary qualification in Social Work, Counselling, Psychology or equivalent, or a diploma in similar with extensive experience in the family violence sector or closely related field
- A demonstrated understanding of domestic and family violence and the impact of violence

#### ***Personal Abilities/Aptitude/Skills***

- Personal commitment to the practice and principles of non-violence, justice, social inclusion, cultural safety, and gender equity issues
- Excellent counselling, communication, and crisis intervention skills
- Demonstrated commitment towards role modelling behaviours and equity and collaborative practices with team members.
- Ability to engage in continuous feedback to work against collusive or shame-based practices and flexibility to reflect on own practice and unconscious bias.
- Ability to record accurate and timely client notes, analyse data and prepare reports.
- Proven ability to work collaboratively and proactively with other service providers.
- Ability to take direction, be self-motivated and to work autonomously as required.
- Effective and efficient time management skills, ensuring that clients are prioritised, seen promptly and receive high quality and appropriate counselling and interventions.
- Ability to work on a rotating roster including out of standard business hours to deliver individual and/ or group counselling as directed.

#### ***Experience***

- Proven experience delivering counselling or case management services.
- Experience in providing counselling interventions for individuals and groups.
- Assessment of and responding to clinical risk and appropriate actions and reporting
- Experience working with comorbidities (e.g., Alcohol & Other Drugs, Gambling, Mental Health)
- Proven experience working within a similar program and/ or range of clients.

#### ***Knowledge***

- Workers Health & Safety and Equal Opportunity Legislation
- Counselling theory e.g., Cognitive Behaviour Therapy (CBT), Motivational Interviewing (MI)
- Understanding of feminist frameworks and the impact of male privilege in society.

### Desirable Characteristics

#### ***Educational/Vocational Qualifications***

- Tertiary qualification in Counselling
- First Aid Certificate

#### ***Personal Abilities/Aptitudes/Skills***

- Skills in conflict management
- Computer information systems

#### ***Experience***

- Experience as specialist men's family violence practitioner and/or group facilitation
- Assessment of need for risk and safety in domestic violence situation
- Application of appropriate counselling theories in a similar environment

#### ***Knowledge***

- Community engagement, integration, and rehabilitation processes
- Office management practices / Computerised client file systems

#### **Acknowledged by Occupant**

I confirm that I understand and agree to the expectations of this role as listed in this Job Description and confirm that I have the skills and experiences to undertake these.

Name..... Signature..... Date.....