



## POSITION DESCRIPTION

<b>Job Title</b>	<b>Counsellor    Therapeutic Case Manager – DVF &amp; Sexual Violence</b>
<b>Reports to</b>	<b>Manager of Counselling Services</b>

### Our Organisation

Whitsunday Counselling and Support Inc has been providing support and advocacy to people impacted by domestic and family violence and sexual violence for over 30 years in the Whitsunday region. We provide a range of programs to service users and the community aimed at reducing the impact and incidence of community, domestic, family, and sexual violence in the Whitsunday region.

The services provided by Whitsunday Counselling & Support Inc include domestic and family violence counselling and case management, supported accommodation programs, a sexual violence program, a specialist counselling service, intensive family support and women's health and wellbeing program, court support, and specialist family counselling.

Our services are funded by the Department of Families, Seniors, Disability Services and child Safety and the Prevention of Domestic and Family Violence.

### Position Overview

Provide specialised counselling and therapeutic case management for adults, children, and families impacted by domestic and family violence (DFV) and sexual violence. Services empower clients on their recovery journey through trauma-informed, culturally safe, and age-appropriate support. Our Sexual Violence Program assists victims aged 12 and over, their families, and all genders. Our Domestic and Family Violence Program provides support to female victim-survivors and female respondents of DFV, whether current or historical.

## **Clinical Responsibilities**

- Conduct client intake, assessment, and therapeutic case management, including risk assessments and safety planning for individuals and families.
- Provide trauma-informed counselling that is strengths-based, client-centered, culturally safe, and age-appropriate, delivered individually or in groups.
- Offer immediate and ongoing support for victims of sexual violence and DFV, ensuring access to healing, justice, and safety.
- Advocate for clients in court and assist with DFV orders.
- Deliver educational programs and community awareness initiatives on DFV, sexual violence, and child safety.
- Maintain compliance with legislation and organisational policies, ensuring accurate documentation and resource development.
- Foster a culture of empowerment, informed decision-making, and respectful relationships.

Tasks include, but are not limited to the following:

- Undertake client intake, assessment, therapeutic case management, and ongoing counselling, including comprehensive risk assessments and safety planning for individuals and families.
- Deliver immediate and ongoing trauma-informed counselling that is strengths-based, client-centred, culturally safe, and age-appropriate, offered individually or in groups.
- Support victims of sexual violence and DFV, ensuring access to healing, justice, and improved personal safety.
- Provide advocacy for clients in court and assist with completing domestic and family violence orders.
- Provide educational programs for victims and those recovering from DFV and sexual violence and contribute to community awareness initiatives.
- Maintain compliance with legislation and organisational policies, ensuring accurate documentation and resource development.
- Foster a culture of empowerment, informed decision-making, and respectful relationships while participating in community education and events.

### **Other Clinical Responsibilities**

- Maintain accurate and timely client files, case notes, and documentation in line with WCS policies, funding, and legal requirements.
- Demonstrate commitment to supervision and ongoing professional development.
- Liaise and collaborate with government and non-government agencies to advocate for clients, enhance safety, and progress goals within confidentiality and information-sharing guidelines.
- Represent WCS positively in stakeholder meetings and other activities as directed.

### **Organisational Responsibilities**

- Adhere to the Code of Conduct in a manner that is consistent with both its spirit and intent.
- Adhere to all organisational policies, procedures, standards, and practices.
- Act only in ways that advances WCS objectives, values, and reputation.
- Participate in meetings, community events, networking opportunities.
- Actively apply human right legislation and child safe practices in all activities undertaken.
- Perform other duties, consistent with skills and experience, as directed by the reporting manager.

### **Qualification Requirements**

- Minimum qualification in Diploma of Counselling required; or
- A university degree or above in Social Sciences, Social Work, Psychology or other related discipline is highly desirable.
- A sound knowledge of the impact of domestic and family violence is desirable.
- At least 2 years demonstrated experience working in a domestic and family violence field.
- Eligible for membership with AASW, APS or ACA (or currently working towards gaining membership) is desirable.
- **Applicants must have a current Queensland Blue Card before commencing employment with Whitsunday Counselling and Support Inc.**
- Current Queensland Open Drivers Licence is essential as travel forms part of this role.



## **Selection Criteria**

- Experience in counselling and case management with vulnerable individuals and families.
- Knowledge of the impact of domestic and family violence on family functioning and children.
- Knowledge and understanding of sexual violence and its traumatic impacts.
- Experience working within a trauma-informed practice framework or willingness to acquire this knowledge.
- Ability to undertake comprehensive risk analysis and assessments for child safety concerns and high-risk DFV situations.
- Ability to engage positively with families and communicate effectively with community members and stakeholders.
- Commitment to fostering a positive, empowering workplace culture that promotes respectful relationships.

## **Working Conditions**

Outlined below are the periods of hours generally worked; however, the Manager of Counselling Services and the WCS Management Committee reserve the right to vary these hours to meet the requirements of the business.

- Position hours of 76 hours per fortnight with office hours that operate between 9 am and 5 pm, however, there may be times when you could be required to work outside of those ordinary hours such as between 8 am and 6 pm to best meet your service user's needs.
- An attractive salary sacrifice package is available which may increase remuneration.
- The probation period for this position is 6 months.
- Cannonvale applicants may be scheduled onto our Refuge On-Call Roster.
- The intensive family support program covers the following Whitsunday region: Cannonvale, Proserpine, Airlie Beach, Collinsville and Bowen.

**Signed || Employee**

**Signed || Manager of Counselling Services**

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Date: \_\_\_\_\_

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Date: \_\_\_\_\_