



## Job Description Form

DoH Registered

**Senior Counsellor Sexual Assault Resource Centre**  
**Health Salaried Officers Agreement: P-2**  
**Position Number: 00014211**  
**Sexual Assault Resource Centre**  
**Women and Newborn Health Service**

### Reporting Relationships

Manager  
 Award Level: HSO P-5  
 Position Number: 00006777



Senior Clinical Psychologist Coordinator  
 Award Level: HSO P5  
 Position Number: 00007877



**This Position**



← Also reporting to this supervisor:

- 1.0 Snr Counsellor/Team Leader
- 3.8FTE Clinical Psychologist
- 2.0FTE Senior Counsellor
- 5.0FTE Counsellor

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**

Responsible for the delivery of advanced level therapeutic counselling services associated with sexual assault and sexual abuse to individuals, couples, families, groups and the community.

# Senior Counsellor - Sexual Assault Resource Centre | P-2 | 00014211

## Brief Summary of Duties (in order of importance)

### 1. Clinical Care (70% breakdown)

- 1.1 Provide advanced clinical assessment and implement therapeutic interventions to individuals, families or groups in relation to sexual assault and/or sexual abuse
- 1.2 Provide an advanced level of consultation to SARC staff and external services on assessment and intervention in relation to sexual assault and/or sexual abuse
- 1.3 Provide information and support and undertake assessments either in person or over the telephone to individuals who have been sexually assaulted and/or sexually abused
- 1.4 Provide rostered crisis intervention counselling in person or by telephone to people in crisis from sexual assault and/or sexual abuse
- 1.5 Provide clinical supervision to designated SARC staff and students as required
- 1.6 Participate in interdisciplinary case conferences and team meetings
- 1.7 Liaise with and respond to general enquiries and requests for service information from the public and agencies regarding SARC's function and role
- 1.8 Maintain and upgrade professional skills through on-going supervision, peer review and training

### 2. Administration (20% breakdown)

- 2.1 Maintain timely records and collate statistical data in accordance with requirements of SARC
- 2.2 Participate in the development and review of programs relevant to the achievement of SARC objectives

### 3. Training and Education and Community Liaison (10% breakdown)

- 3.1 Under the direction of the Senior Clinical Psychologist Coordinator and in liaison with the Coordinator of Education and Training, present training and education programs to the community, external agencies and schools
- 3.2 Under the direction of the Coordinator of Therapy Services Senior Clinical Psychologist Coordinator, participate in the initiation and development of services for SARC, including facilitation of psycho-educational or therapeutic groups
- 3.3 Work collaboratively on interagency relationships with stakeholders

### 4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

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## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in Psychology and eligible for registration by the Psychology Board of Australia OR Tertiary qualifications in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers
2. Demonstrated advanced level of knowledge, skills and experience in assessment and treatment of individuals with psycho-social issues resulting from sexual assault and/or sexual abuse
3. Demonstrated advanced level of crisis intervention skills, especially with clients who are suicidal or self-harming
4. Demonstrated experience in the provision of professional supervision
5. Well-developed written, verbal and interpersonal communication skills
6. Demonstrated ability to work effectively as part of a multi-disciplinary team
7. Available to participate in an on-call after hours roster and attend meetings and staff development activities
8. Well-developed self-management skills
9. Current "C" or "C.A." class driver's licence.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Experience in social work or psychology in a related health organisation
2. Knowledge and understanding of the issues of sexual assault and/or sexual abuse and associated attitudes in the community.

### Appointment Prerequisites

1. Evidence of current registration by the Psychology Board of Australia or evidence of eligibility for or current full membership of the Australian Association of Social Workers or the Society of Professional Social Workers must be provided prior to commencement
2. Prepared to travel to outreach centres within the metropolitan area
3. Prepared to work after hours on-call

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Evidence of Current "C" or "C.A." class driver's licence
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

### Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Manager/Supervisor**

**Dept./Division Head**

**Position Occupant**

Name:

Name:

Name:

Signature/HE:

Signature/HE:

Signature/HE:

Date:

Date:

Date: