



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

Position Title Family Consultant		
Effective Date June 2018	Position Number Generic	Level Level 3 Specified Callings (L3SC)
Division Court and Tribunal Services	Directorate Court Counselling and Support Services	Branch Family Court Counselling and Consultancy Service

Divisional Outcomes

To provide modern, responsive and affordable court and tribunal services that meet community and judicial needs

Directorate Outputs

- Output 1: Judiciary and Judicial support
- Output 2: Case processing
- Output 3: Enforcement of criminal and civil court orders
- Output 4: Administration of counselling, consultancy and support services

Branch Outputs

- Output 1: Judiciary and Judicial support
- Output 2: Case processing
- Output 4: Administration of counselling, consultancy and support services
 - Output 4.1: Family Court Counselling and Consultancy Service

Role Of This Position

The position assists the Team Manager by contributing to the leadership and management of the Family Court Counselling and Consultancy Service.

The Family Consultant:

- where requested, undertakes an assessment of families involved in family court matters and provides reports to the Family Court;
- where required and/or requested, provides case management, information, referral and support to families involved in family court matters;
- implements relevant responsibilities under the *Family Law Act 1975* and *Family Court Act 1997*;
- provides advice and support to the Family Court of Western Australia;
- responds to all calls, queries and referrals to the Service; and
- provides specialist consultation, advice and liaison with stakeholders involved in family court matters.

Position Title Family Consultant		
Effective Date June 2018	Position Number Generic	Level Level 3 Specified Callings (L3SC)
Division Court and Tribunal Services	Directorate Court Counselling and Support Services	Branch Family Court Counselling and Consultancy Service

Responsibilities Of This Position

1. Provides advice to the Team Manager on issues relating to effective delivery in the Family Court Counselling and Consultancy Service, and contributes to the development and implementation of Service Business Plans including the development of operational level policy, procedures and standards.
2. Provides the functions of a Family Consultant as defined in Section 11A of the *Family Law Act 1975*.
3. Undertakes assessments and prepares and submits reports, case notes and other documents on identified issues to the Family Court.
4. Provides as appropriate consultation, assessment, information, support and intervention in response to all calls, queries and referrals to the Service.
5. Provides court based services to Family Court Counselling and Consultancy Service clients and case manages Family Court Counselling and Consultancy Services cases.
6. Works collaboratively with other team members and services in the directorate.
7. Undertakes appropriate record keeping consistent with departmental requirements and maintains database in a timely manner.
8. Identifies and assesses cultural issues pertinent to clients and develops strategies to address these issues.
9. Provides training and information sessions as required.
10. Implements organisational policy, procedures and legislation.
11. Develops and maintains relationships, and liaises and communicates with key stakeholders within and outside the Department of Justice as appropriate.
12. Keeps informed of emerging issues for families and shares information with other staff.
13. Contributes to and implements strategies to achieve a positive and innovative organisational culture.
14. Contributes to and implements continuous improvement strategies.
15. Undertakes projects as required and any other duties as directed.

Corporate citizenship

- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the Occupational Health and Safety Act 1984.

Occupational Health and Safety

- Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

Child Safety

- Court Counselling and Support Services directorate supports the principles of a Child Safe Organisation which values children, maintains a safety focus, responds to any disclosures, allegations or suspicions of harm, and provides positive interactions and environments for children.

Position Title Family Consultant		
Effective Date June 2018	Position Number Generic	Level Level 3 Specified Calling (L3SC)
Division Court and Tribunal Services	Directorate Court Counselling and Support Services	Branch Family Court Counselling and Consultancy Service

Work Related Requirements

The following work related requirements may be assessed at different stages of the selection process.

ELIGIBILITY

Current holder of or ability to obtain the relevant clearance under the *Working with Children (Criminal Record Checking) Act 2004* (the Act).

This position is identified under section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.

ESSENTIAL

1. Possession of a relevant tertiary qualification in Social Work with eligibility for membership of the Australian Association of Social Workers or approved four year degree in Psychology with eligibility for registration with the Australian Health Practitioner Regulation Agency.
2. Demonstrated experience and high level skills in undertaking assessments, developing client plans and case management.
3. Highly developed conceptual, analytical and decision making skills including the ability to apply relevant legislation.
4. Highly effective written, verbal and interpersonal communication which reflects self-awareness and a capacity to understand the perspective of others.
5. Demonstrated high level counselling and mediation skills including the ability to assess family dynamics in the context of separation and family breakdown.
6. Demonstrated ability to establish and maintain effective working relationships with stakeholders.
7. Demonstrated high level knowledge, experience and skills in assessment and counselling in family relationships, dynamics relating to family breakdown, child abuse and protection, child development, and family violence.

DESIRABLE

8. Knowledge of Court operations, processes, policies and protocols and a working knowledge of the Family Law legal system in Western Australia and relevant legislation, including the *Family Law Act 1975* and *Family Court Act 1997*.
9. Understanding of and ability to work within a court system.

Position Title Family Consultant		
Effective Date June 2018	Position Number Generic	Level Level 3 Specified Calling (L3SC)
Division Court and Tribunal Services	Directorate Court Counselling and Support Services	Branch Family Court Counselling and Consultancy Service

Reporting Relationships

Title <p style="text-align: center;">Director Court Counselling and Support Service</p> Classification <p style="text-align: center;">Level 9</p>

Responsible To

Title <p style="text-align: center;">Team Manager, Family Court Counselling and Consultancy Service</p> Classification <p style="text-align: center;">Level 4 Specified Calling (L4SC)</p>
--

Responsible To

THIS OFFICE

Other offices reporting to this office

Title and Classification:

Up to 8 x Family Consultants L3SC
1 x Administration Supervisor L3

Offices under direct responsibility		
Title	Classification	Number of FTEs Supervised and controlled
Nil		

LOCATION AND ACCOMMODATION	LOCATION	Perth Metropolitan Area
	ACCOMMODATION	Not applicable
ALLOWANCES/SPECIAL CONDITIONS	Specified Calling as per Clause 12 of the <i>Public Service Award 1992</i> and the <i>Government Officers Salaries Allowances and Conditions Award 1989</i> .	

Certification

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

DELEGATED AUTHORITY APPROVAL *As per the Human Resource Management Delegations*

Delegated Authority Name	Dr Adam Tomison
Signature	
Date	5 June 2018