



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 Counsellor		Special Conditions Specified Calling
Effective Date May 2014	Position Number Generic	Level Level 2 (L2SC)
Branch Magistrates Courts and Tribunals	Division Court and Tribunal Services	Directorate Coroner's Court

Divisional Outcomes

To provide effective business systems and services that meet the needs of Court Services, the judiciary and the community.

Directorate Outputs

Output 1 : Judiciary and judicial support
Output 2 : Case processing
Output 3 : Administration of coronial support and counselling services

Branch Outputs

Role Of This Position

Provide counselling, information and support to family of deceased persons in Western Australia where the death is subject to a Coronial investigation.

Provide advice on policy and practise and assist with stakeholder relationship development and training of staff within the Coronial system and the community

Provide counselling and support in Disaster Victim Identification responses involving WA residents.

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Responsibilities Of This Position

Service Delivery

- Provides crisis and trauma counselling to individuals and families affected by sudden death
- Provides information and arranges referrals to other agencies for ongoing support as required
- Supervises volunteer court staff and assists with training and development programs
- Provides training and information sessions to agencies as required
- Provides court orientation and preparation to families of deceased during the Inquest process

Planning

- Contributes to the development and implementation of Business Plans for the Coroner's Court of Western Australia

Policy and Procedures

- Implements organisational policy, procedures and legislation relating to coronial practice
- Contributes to the development of operational level policy, procedures and standards for responding to families of deceased persons where death is the subject of a coronial investigation
- Development of and participation in research projects

Stakeholder Relationships

- Develops relationships, liaises and communicates with key stakeholders within and outside the Office of the State Coroner

Information and Knowledge Management

- Keeps informed of emerging professional practice issues and shares information with other staff
- Actively maintains database

Cultural Change

- Contributes to and implements strategies to achieve a positive and innovative organisational culture

Continuous Improvement

- Contributes to and implements continuous improvement strategies

Disaster Management

- Provides counselling and support services in any Disaster Victim Identification (DVI) response involving fatalities of Western Australian residents
- Undertakes training and liaison with counsellors seconded from Department of Corrective Services and Department of the Attorney General for DVI work.

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*.

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.

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Skills, Knowledge, Behaviours and Qualifications

For purpose of training etc.

SKILLS

Counselling and Crisis Intervention

- Ability to provide crisis intervention, grief and trauma counselling and support.
- Highly developed conceptual, analytical and decision making skills
- The ability to be resilient, adaptable and show initiative in professional practice.

Relationship Building and Network

- The ability to establish relationships with stakeholders and represent and promote the State Coroner's Office.

Communication and Interpersonal

- Effective written, verbal and interpersonal communication
- Sound data entry skills and computer literacy

Planning

- The ability to contribute to business plans for the Coroner's Court of Western Australia

Information and Knowledge Management

- The ability to use information and knowledge effectively

Supervision

- Ability to train coordinate and supervise volunteer court companions working in the Coroner's Court

Policy Development

- Ability to develop policy and procedures relating to sudden and unexpected deaths in Western Australia

Research and Analytical

- The ability to conduct research and analysis on a range of identified issues

Training

- Ability to design and deliver training packages to a wide range of professionals and community organisations

KNOWLEDGE

- Knowledge and experience of working with people affected by traumatic loss
- Knowledge of the medico-legal imperatives of Coronial investigation
- Understanding and the ability to work within broader justice system
- Knowledge and experience in working with and supervising volunteers

QUALIFICATIONS and PROFESSIONAL MEMBERSHIP

- Degree from approved school of social work and eligibility for fully membership of the AASW or approved four year degree in psychology and eligibility for registration with the Psychologists Board of WA.

BEHAVIOURS

- Gaining support and agreement to implement new and innovative ideas
- Identifies and responds to emerging client and service needs
- Pre-determining possible effects of decisions
- Works effectively as part of a team towards the achievement of group objectives

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

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

ELIGIBILITY

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

This position is identified under Section 6 of the Act 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 for this position.

Essential

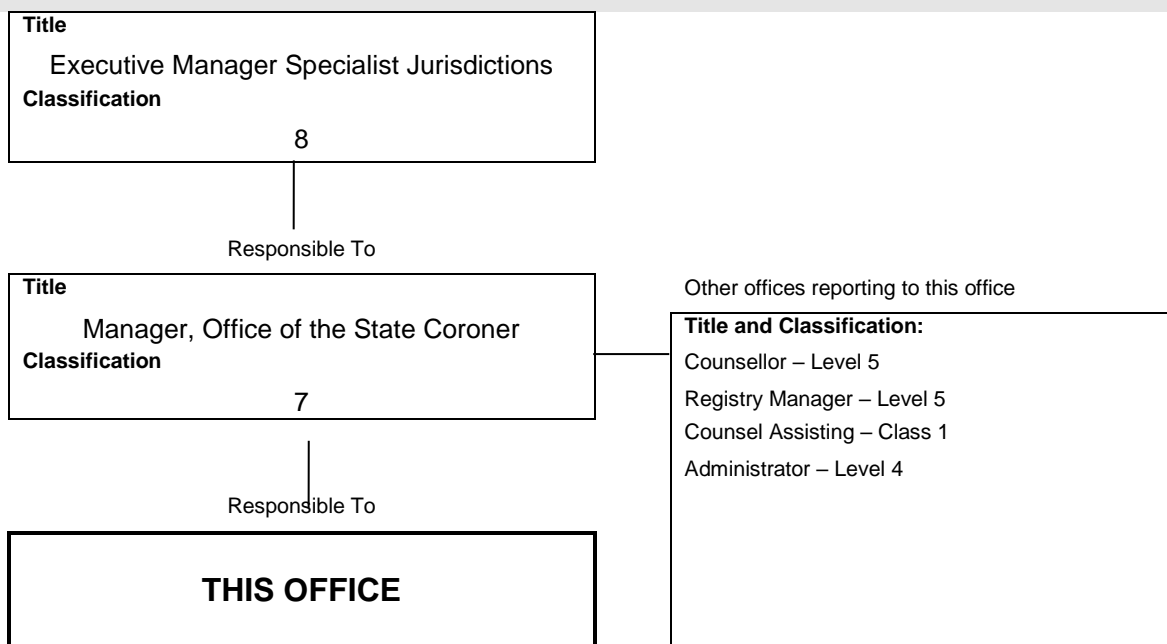
- A degree in Social Work with eligibility for full membership of the AASW or approved four year degree in psychology and eligibility for registration with the Psychologists Board of WA.
- Demonstrated experience and theoretical knowledge in crisis grief and trauma models of intervention with individuals, families and groups experiencing sudden death.
- Demonstrated ability to work in a challenging environment and function as a member of a multi disciplinary team.
- Highly effective written, verbal and interpersonal communication skills
- Ability to provide educational presentations to a variety of audiences on the subject of sudden and traumatic death.
- Knowledge of Disaster Victim Identification phases and responses in a mass disaster.

Desirable

- Experience of working in an advocacy role within a medico-legal setting.
- Ability to facilitate viewing of the deceased body for family members.
- Knowledge and ability to work in a culturally appropriate way with indigenous people and those from culturally and linguistically diverse backgrounds.

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Reporting Relationships



Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
-Volunteer Staff	N/A-	N/A

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION Perth CBD
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	ACCOMMODATION N/A
	On call allowance paid to officers undertaking this position in accordance with arrangements approved by the Director General from time to time. Payments are in accordance with the Department of the Attorney General "Out of Hours Contact Allowance". 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.

Executive Director / Chief Executive Officer
Signature
Date