



Job Description Form

HSS Registered

Senior Counsellor Sexual Assault Research Centre (Team Leader)

Health Salaried Officers Agreement: P-2

Position Number: 00009196

**Sexual Assault Resource Centre
 Women and Newborn Health Service**

Reporting Relationships

Manager
 Award Level: HSO P5
 Position Number: 00006777



Senior Clinical Psychologist Coordinator
 Award Level: HSO P2
 Position Number: 00007877



This Position



← Also reporting to this supervisor:

- 3.8FTE Clinical Psychologist
- 4.0FTE Senior Counsellor
- 5.0FTE Counsellor

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Provide leadership of the day to day operation of the SARC Emergency Service.
 Advanced clinical assessment and therapeutic interventions to individuals, families or groups in relation to sexual assault and/or sexual abuse.

Brief Summary of Duties (in order of importance)

1. Service Development and Clinical Services Management (40% breakdown)

- 1.1 In conjunction with the Senior Clinical Psychologist Coordinator and the Head of Dept, clinical Forensic Medicine, provide an appropriately responsive Emergency Service and contribute to the development of cohesive and responsive client service provision.
- 1.2 In conjunction with the Senior Clinical Psychologist Coordinator lead the day-to-day operation of the 24 hour Emergency Service
- 1.3 Assist the Senior Clinical Psychologist Coordinator and the Head of Dept, Clinical Forensic Medicine to manage clinical issues relating to the Emergency Service.
- 1.4 Report to the Senior Clinical Psychologist Coordinator on issues related to the Emergency Service.
- 1.5 Provide regular feedback to the Senior Clinical Psychologist Coordinator on Emergency Service demand and activity and make service recommendations to the Manager.
- 1.6 Participate in the review of the practices and procedures for the Emergency Service in conjunction with the Senior Clinical Psychologist Coordinator and the Manager.
- 1.7 Provide training to new staff in the general operation of the emergency duty service
- 1.8 In conjunction with Senior Clinical Psychologist, Coordinator, manage referrals and care pathways for SARC clients
- 1.9 Participate in the initiation of new and expanded services in conjunction with the Senior Clinical Psychologist Coordinator and the Manager and take a leadership role in promoting the service's philosophy, program and practices.
- 1.10 Attend and participate in relevant meetings.
- 1.11 Participate in an on-call after hours roster

2. Clinical Care (30% breakdown)

- 2.1 Provide advanced clinical assessment and implement therapeutic interventions to individuals, families or groups in relation to sexual assault and/or sexual abuse
- 2.2 Provide consultation to SARC staff and external services on assessment and intervention in relation to sexual assault and/or sexual abuse
- 2.3 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
- 2.4 Provide rostered crisis intervention counselling in person or by telephone to people in crisis from sexual assault and/or sexual abuse
- 2.5 Provide clinical supervision to designated SARC staff and students as required
- 2.6 Participate in interdisciplinary case conferences and team meetings
- 2.7 Liaise with and respond to general enquiries and requests for service information from the public and agencies regarding SARC's function and role
- 2.8 Maintain and upgrade professional skills through on-going supervision, peer review and training

3. Administration (20% breakdown)

- 3.1 Maintain timely records and collate statistical data in accordance with requirements of SARC
- 3.2 Collate statistical data and provide service delivery reports to the Senior Clinical Psychologist Coordinator on the Emergency Service
- 3.3 Apply knowledge and skills in office computer software such as email, spreadsheets, word processing, presentation programs, and databases.

4. Training and Education and Community Liaison (10% breakdown)

- 4.1 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

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- 4.2 Under the direction of the Senior Clinical Psychologist Coordinator, participate in the development of services for SARC, including facilitation of psycho-educational or therapeutic groups
- 4.3 Work collaboratively on interagency relationships with stakeholders

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment
 - Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
 - 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. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.2 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.3 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. 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 qualification in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Demonstrated knowledge, skills and experience in assessment and treatment of individuals with psycho-social issues resulting from sexual assault and/or sexual abuse
3. Demonstrated crisis intervention and problem solving skills especially with clients who are presenting with high risk behaviours
4. Demonstrated experience in the provision of professional supervision
5. Well-developed written, verbal and interpersonal communication skills, including conflict management skills
6. Demonstrated ability to work effectively as part of a multi-disciplinary team and ability to provide sound leadership to a team
7. Demonstrated competency in the application of office software such as email, word processing, spreadsheets, presentation and databases

Desirable Selection Criteria

1. Experience in social work or psychology in a related health organisation
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
3. Knowledge and understanding of the issues of sexual assault and/or sexual abuse and associated attitudes in the community.

Appointment is subject to:

- 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.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: