



## **VACANCY FOR A WOMEN'S HEALTH AND WELLBEING COUNSELLOR**

Thank you for expressing interest in a part time Women's Health and Wellbeing Counsellor position at the Gold Coast Centre Against Sexual Violence Inc. (GCCASV).

GCCASV is an Equal Opportunity Employer and as such, the following information is provided to ensure that all applicants have an equitable basis for preparing their case for selection.

It is a genuine requirement of this position that it is filled by a female. GCCASV has an exemption under Section 25 of the Anti-discrimination Act 1999.

### **1. The Position Description**

The Position Description and Selection Criteria should be read carefully as they describe the requirements and duties of the position and the criteria for selection of the most suitable applicant for the position.

### **2. The Selection Criteria**

Selection criteria are the basis for which a selection panel shortlists and selects the most meritorious applicant to the vacancy. Generally, selection criteria are listed in order of priority.

The wording of the Selection Criteria will indicate the required level of knowledge, skills etc. needed for the position. Common words or phrases are demonstrated, proven, general ability to rapidly acquire, thorough, and sound.

**General ability or ability to rapidly acquire** implies that you have the potential to acquire the skill or knowledge. If you have not had direct exposure with these aspects of work, you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks or relevant studies that you have undertaken.

**Demonstrated, or proven ability** means that you should have successfully performed the activity or used the skill in the past rather than your potential to complete the task/duty is expected in this instance.

**Thorough or comprehensive** gives an indication that advanced skill or knowledge is required.

### **3. How to Apply**

Please ensure that you:

Submit a complete application comprising of:

- A resume detailing your skills and work experiences (paid and/or voluntary) and major responsibilities
- A statement which concisely but fully describes how you consider yourself suitable against each of the selection criteria. Wherever possible give specific examples which demonstrate how you have met each of the selection criteria; responses to each selection criteria should be no longer than one page
- The names, positions and telephone contact numbers of two (2) referees (preferably current and past supervisor) who are able to comment on your ability to meet the Key Selection Criteria

**Please ensure that you address each selection criterion separately and cover all of the requirements of the selection criterion.**

### **4. The Selection Process**

The selection process includes consideration of the applicants, shortlisting and a range of selection techniques applicable to the position selection criteria.

Selection is based on merit. That is, the successful applicant should be the one whose skills and knowledge best match the requirements of the job. Relative merit is the comparison of the applicants in relation to the requirement of the job.

**Shortlisting** for interviews occurs solely on the basis of how well your application demonstrates that you meet each of the selection criteria. This is your opportunity to demonstrate your merit for the job. For each criterion you must give specific examples which provide evidence that you have the relevant knowledge, skill or ability. If you simply state that you meet the selection criterion, but don't demonstrate how, it is probable that you will not be shortlisted. Please ensure that you address each selection criterion separately and cover all of the requirements of the selection criterion.

**Interview** will be conducted by a panel of up to 3 persons including a MC representative, Director and/or Counselling Manager. Questions are aimed at testing your knowledge and skill. You may be asked to list what you know about a certain process, or you may be given a scenario and asked how you would deal with the situation. It is important that you answer every question fully and to the best of your ability.

The panel will see it as your responsibility to give all the factual evidence to support your case. Each of the selection criteria will be given a weighting out of ten to reflect how important that criterion is to the job. The panel will ask you a list of questions to gather further information on how well you meet each selection criterion. Each interviewed applicant is asked the same questions. The panel will arrive at a score based on how well you address these questions. Your final score will be based on both the information in your application and how well you address questions in the interview.

**Reference Checks** are the final technique used. Referees will be contacted by members of the selection panel during the selection process, if necessary, to verify information and increase the amount of data, relevant to the selection criteria, available to the panel to appoint the best applicant to the position. **No reference source will be contacted without the prior consent of the applicant.**

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the Position Description. Selection on merit means direct competition between applicants to identify the best person for the job.

#### **5. Notification of Appointment**

Once the appointment of the selected candidate has been approved, both the appointee and all unsuccessful applicants will be advised in writing as soon as possible.

#### **6. Post selection feedback**

Post selection feedback is available to all applicants upon request. This can be arranged through contact via [counsellingmanager@stopsexualviolence.com](mailto:counsellingmanager@stopsexualviolence.com) This feedback will be based upon an assessment of the applicant's suitability in regards to each of the selection criteria. A comparative assessment in relation to the successful applicant may be given. Personal information and/or subjective comments about applicants or the selection process itself will not be disclosed.

Please find accompanying, an information package containing background information on the service, a copy of the position description, and the selection criteria relating to the position.

If you require further information, please contact the Director or Counselling Manager on telephone (07) 5591 1164.

**Stephanie Murray**  
**President**

# INFORMATION FOR APPLICANTS

## **BACKGROUND INFORMATION**

The Sexual Assault Support Service was founded in 1990 and on 8 June 2005 the service became incorporated in its own right and changed its name to Gold Coast Centre Against Sexual Violence Inc.

## **VISION**

Safe communities free of sexual, domestic and family violence.

## **MISSION**

The Gold Coast Centre Against Sexual Violence Inc will provide all women and young women in the diverse Gold Coast community access to a comprehensive array of services and programs designed to prevent victimisation, offer crisis intervention, provide ongoing counselling and support services that will assist women recover from the impact of violence.

## **PHILOSOPHY**

The work we do is guided by the following beliefs:

- The structural, economic and cultural values of our society give power to men, making women more likely to be victims of sexual violence.
- Sexual violence is about power acted out in a sexual way and includes any sexual behaviour, harassment or act that is unwanted, uninvited and unwelcome.
- All women deserve to live in safety and maintain power and control over their own lives.
- No person deserves to be sexually violated.
- Sexual violence is a crime and offenders must take responsibility for their actions.

## **GOALS**

- To provide a high quality counselling, support and information service to women who have been sexually violated at any time in their lives.
- To enhance service delivery and increase options for survivors through the development of a wide range of support groups.
- To develop awareness and understanding of sexual violence and its prevention through effective community education which dispels the myths of rape.
- To provide training and information to professionals and other service providers to enable them to understand and respond appropriately to issues of sexual violence.
- To create and maintain effective networks and foster collaboration with Government and community agencies at a local, state, national and international level.
- To lobby for legislative and administrative change which will enhance the health status of women.
- To maintain high quality data collection, administrative and financial systems.

## **ORGANISATIONAL PROFILE**

The Gold Coast Centre Against Sexual Violence Inc is a community based, community controlled organisation deriving it's principal funding from the Department of Child Safety, Youth and Women.

The service is operated for women by women in the geographic area from Coolangatta to Coomera and is close to public transport. The service is wheelchair accessible and offers a safe, supportive, woman centred environment in which women can become aware of their own strengths and gain confidence and control of their lives.

GCCASV is funded to deliver two programs- a Sexual Violence Program and a smaller Womens Health and well being program

### **Sexual Violence program**

- Crisis intervention, support and ongoing counselling for women and young women who have been sexually violated at any time in their lives.
- Support through police, medical and legal processes.
- Information and support to friends and relatives of victim/survivors.
- Dissemination of information and resources on sexual violence.
- Community education on awareness and prevention of sexual violence.
- Presentations to secondary and tertiary students.
- Presentations to pre-school, primary and secondary teachers.
- Training of professionals on awareness and effectively responding to victims.
- Consultancies on sexual violence support and counselling practices and organisational development.
- Therapeutic and educative groups for survivors.
- Resource library.

### **Women's Health and Wellbeing program**

- Longer term therapy to women who have experienced DFV and are now safe and stable
- Advocacy, information, support and systems navigation
- Group work when there is an identified need
- Information and support to friends and relatives.
- Dissemination of information and resources on DFV.
- Community awareness on DFV.

## **MANAGEMENT & STAFF**

### **Governance**

As an incorporated association, Gold Coast Centre Against Sexual Violence Inc. has a voluntary Management Committee which holds legal responsibility for the organisation.

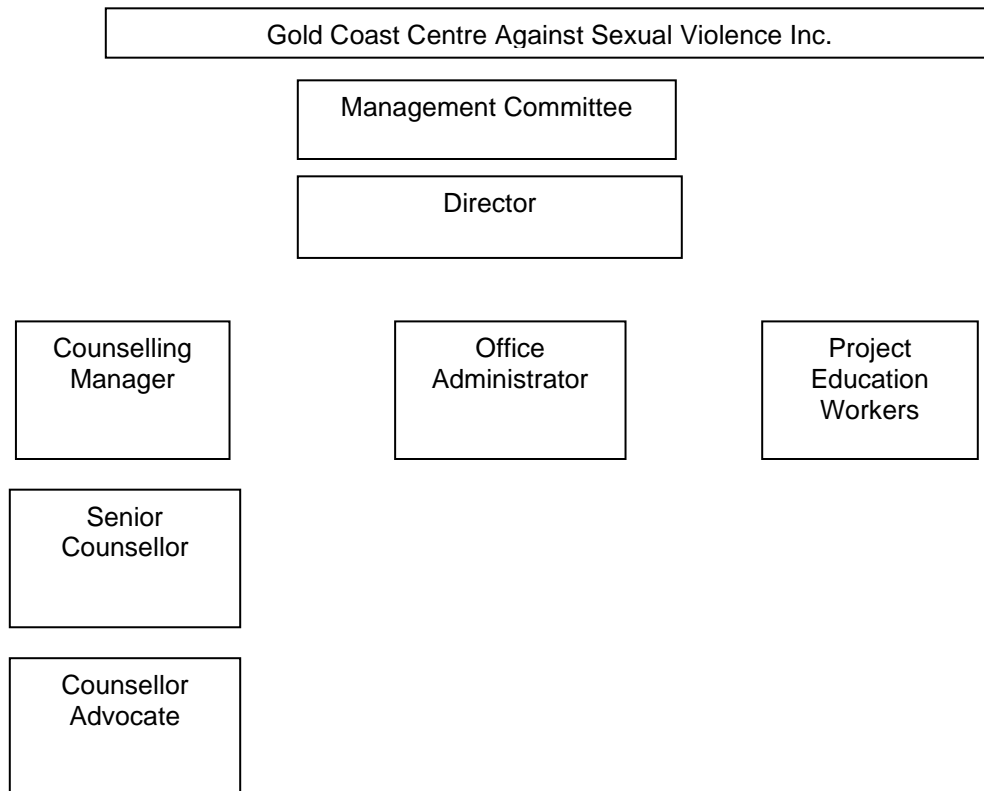
The Management Committee is elected each year at the Annual General Meeting and is comprised of people who have a strong interest in issues affecting women.

## Staff

The Gold Coast Centre Against Sexual Violence Inc staff team is comprised of the following positions:

- Director
- Counselling Manager
- Office Administrator
- Senior Counsellor
- Counsellor / Educators
- Project /Education Workers

## ORGANISATIONAL STRUCTURE



## CONDITIONS OF EMPLOYMENT

In the performance of its role, Gold Coast Centre Against Sexual Violence Inc. strives to be an exemplary employer and provide a positive workplace for all employees. All positions are paid according to the SCHADS Award. This Award provides comprehensive detail in relation to salaries and pay points. In addition, there are a number of additional positive employment conditions including salary sacrificing and flexible work arrangements.

## **ATTACHMENT A**

### **POSITION DESCRIPTION DFV COUNSELLOR**

TERMS: As per contract  
REPORTS TO: Director via Counselling Manager  
REMUNERATION: SCHADS Award level 5

#### **1 POSITION OBJECTIVE**

To work within the Women's Health and Wellbeing program as part of a team, maintaining a high-quality sexual, domestic and family violence service in the Gold Coast region.

#### **2 POSITION DUTIES**

You will be required to work closely with the DFV Advocate in order to improve outcomes for women accessing the health and wellbeing program.

##### **2.1 INDIVIDUAL COUNSELLING, SUPPORT & AVOCACY**

- To provide long term support and counselling to women who have experience
- DFV and are currently beyond crisis, safe and stable.
- To advocate for women to achieve positive outcomes with other agencies.
- To support to women who are involved in other system processes in the aftermath DFV.
- To provide outreach support and counselling as necessary
- To adhere to the agency counselling practice manual.
- To maintain counselling records and data
- To complete monthly reports, data collection and other administrative tasks

##### **2.2 GROUP WORK**

- To work collaboratively within the team in planning, organizing and implementing support groups for survivors of DFV.
- To document and evaluate group work undertaken to inform future planning.

##### **2.3 INFORMATION AND REFERRAL**

- To provide information to DFV survivors and their supporters.
- To assist with referrals and access to other services and resources in conjunction with the DFV Advocate.

##### **2.4 EDUCATION & TRAINING**

- To promote sexual and domestic/family violence awareness through community education.
- To assist with the development of resources and training about DFV and its impact.
- To participate in local, state, national and international activities to promote awareness of sexual and DFV.

- To maintain your own awareness and current knowledge of the application of legislation, research and other data related to the area of violence against women.

## **2.5 COMMUNITY DEVELOPMENT**

- In conjunction with the team, develop, conduct and evaluate community development activities that enhance the response to women who have experienced sexual or DFV.
- To attend interagency meetings as required
- To develop and maintain networking relationships with Government organisations, community-based agencies, other professionals and workers in the community
- To assist with the development of and to participate in community education campaigns, such as Sexual Violence Awareness Month and Domestic Violence Prevention Month.
- To participate in consultations and public enquiries in relation to the status of women.

## **2.6 ORGANISATIONAL PARTICIPATION AND TEAM WORK**

- To work within the philosophy and guidelines of the agency.
- To actively and effectively participate as a member of the staff team operating within the philosophy, aims, objectives, policies and procedures of Gold Coast Centre Against Sexual Violence Inc.
- Compulsory participation in staff meetings, Annual General Meetings, policy and planning days, SVAM and other organisational initiatives. These may fall outside of your regular work roster and will be remunerated..
- To participate in the development, implementation and review of the agency strategic plan.
- To participate in the development, implementation and review of policies and procedures.
- To participate in staff performance appraisal, training and development activities and procedures.
- To collect of statistical data as required for accountability, research and needs analysis purposes.
- To actively promote Gold Coast Centre Against Sexual Violence Inc and its services.
- To participate in the evaluation of Centre services.
- To undertake any other tasks as directed.

## **2.7 SELF CARE**

- To maintain a personalised self care program.
- To participate in regular clinical supervision with the Counselling Manager

## **3 KEY SELECTION CRITERIA**

- KSC1 – MUST have completed a recognised degree in psychology, counselling, social work, behavioural sciences or similar.. Previous experience relevant to the duties of the position preferred.



- KSC2 – Ability to articulate a comprehensive feminist analysis of DFV, and an understanding of trauma and the effects of violence against women.
- KSC3 - Ability to articulate a well developed framework for the provision of high quality counselling to women of diverse backgrounds.
- KSC4 – Demonstrated ability to work autonomously and show initiative whilst continuing to operate effectively as part of a team.
- KSC5 – General ability or ability to rapidly acquire an understanding of Queensland legislation pertaining to violence against women.
- KSC7 - Possession of a Blue Card and a current "C" class drivers licence.