



Counsellor - Job Description

Position:	Ōtepoti Community Against Sexual Abuse (ŌCASA) Counsellor
Hours	Negotiable
Location:	ŌCASA office and wider Ōtepoti Dunedin / Otago area as required
Nature of work:	To provide trauma informed counselling and brief intervention to survivors of sexual violence, their whānau and friends
Functional relationship:	With the ŌCASA Committee, ŌCASA employees, other related agencies, and wider community
Primary objective:	To provide trauma informed counselling and brief intervention to survivors of sexual violence, their whānau and friends

Role and responsibilities:

- Provide crisis counselling and brief intervention as required. Ideally an experienced counsellor will have a minimum of four to five clients in an eight hour work day (dependent on referral numbers and negotiated hours)
- Undertake comprehensive assessment of client needs, and risk assessment including appropriate screening tools/questionnaires
- Plan and implement interventions to help clients cope in the short-term, including individual and drop-in group modalities
- Monitor and evaluate the outcome of interventions
- Collaborate with, and provide advice to counsellor colleagues, the broader multidisciplinary team and third parties (within the bounds of confidentiality and client consent) in the planning of treatment and provision of services to meet client needs
- Positively contribute to the ŌCASA team, respecting colleagues, honouring diversity, communicating effectively, and collaborating to achieve shared goals
- Communicate information clearly, both orally and in writing, to clients, their families and whānau and to other support people involved in client care/support (subject to confidentiality and consent)
- Attend professional clinical supervision and attend group supervision as required by ŌCASA
- Carry out continuing personal and professional development to keep knowledge and skills up to date
- Operate within the quality standards of ŌCASA's policies and procedures, the service standards applicable to the service area and maintain high personal, legislative and professional standards.

Tasks:

- Keep up-to-date and confidential case notes and statistics, including case plans and accurately recording outcomes, completing intake assessments and intake forms, and using confidential client database systems. Notes, documents and statistics shall be loaded onto the database as soon as practicable and within one working day of client sessions
- Facilitate and maintain positive relationships with community agencies and networks, and attend community meetings as necessary, representing ŌCASA with professionalism, and report relevant information back to clinical staff
- Uphold and promote the principles of Te Tiriti o Waitangi, through your engagement with clients, your role within ŌCASA, and your interactions with external organisations.
- Demonstrate a commitment to social justice, and responsiveness to cultural diversity
- Maintain own professional obligations including Continuing Professional Development (CPD) logs, arranging, and attending professional development, attending regular supervision, undertaking counselling-related research, and maintaining professional registration and Annual Practising Certificate
- Provide recommendations on improving any counselling related policies and processes
- Attend and take an active role in planning meetings and collaborate with staff and clinical/external supervisors to ensure survivors receive appropriate support
- Promote workplace wellbeing by supporting self and staff to work sustainably and safely, through encouraging good boundaries, self-care, role clarity and working within organisational and personnel constraints and resources
- Develop and attend case management meetings/consults in accordance with best practice standards to ensure continuity in intervention and planning, and work collaboratively with colleagues
- Provide peer supervision and support to colleagues within case consult meetings and in crisis situations
- Responsible for completion of and meeting deadlines for all ŌCASA administrative paperwork, including monthly worker's reports, time sheets and any other administrative or agency requested reports
- Contribute to any counselling related narrative reports required by funders
- Complete any other duties as required

Required qualifications, skills, and qualities:

- Experience counselling survivors of sexual abuse/trauma
- Understanding and experience in crisis support and brief intervention
- Understanding and appreciation of teamwork and team dynamics
- Ability to demonstrate commitment to Te Tiriti o Waitangi
- Applied multi-cultural competency

- Ability to recognise when personal and professional support is needed and the ability to ask for and access it

Desired skills and qualities:

- A relevant tertiary qualification
- Understanding of trauma informed practice, the impacts of sexual violence on mental health (desired but not essential as training will be provided)
- Understanding of patriarchy and of gender and power issues, especially in relation to rape and sexual abuse
- Awareness of dynamics and issues related to trauma, power dynamics, sexual abuse, and anti-oppressive practice
- Self-motivation and use of initiative
- Self-reflection, self-evaluation, and responsibility in setting personal work goals
- Ability to work alongside survivors of sexual violence and/or trauma
- Ability to use a trauma informed model of practice
- Knowledge of and the ability to use crisis and brief intervention strategies