



Counsellor - Job Description

Position Title: Ōtepoti Collective Against Sexual Abuse (ŌCASA) Sexual Violence Counsellor

(Counsellor)

Salary: \$32/hour

Employment type: 20 hours/week, part-time over 3 days, 12-months fixed term (maternity cover)

Benefits: Employer contribution-based pension scheme, annual leave entitlement + statutory days, support and supervision, access to CPD training

Functional Relationship: with ŌCASA (The Collective)

Location: ŌCASA offices, Dunedin Central

Start date: 22/6/2020 (approx.)

End date: 22/6/2021 (approx.)

Other Information: Safety checks - inclusive of Police Vetting as required under The Children's Act (2014) - are requirements for all employment at ŌCASA

Purpose and Scope of the Position

The Counsellor role is to provide crisis and ongoing trauma-informed specialist counselling and support and information to adults exposed to or experiencing or who have experienced sexual harm – no matter when or how – and to the survivors' non-offending families and whānau and to those who support them. The Counsellor is to provide a clear understanding and application of evidence-based therapeutic models with responsibility for assessment, clearly defined client goals, formulation of treatment strategies/plan and liaison and referral.

The role is to support and inform communities in identifying and responding to sexual harm and in promoting equality and non-violence whilst challenging stereotypes. The Counsellor may be involved in the design, development, co-ordination, and lead-facilitation or co-facilitation of therapeutic and support groups and for engaging and driving community engagement.

The Counsellor is also to be responsible for monitoring, evaluation, performance co-ordination, and data collection of the service as well as reporting to ŌCASA's governance body.

Essentially, the hours worked per week should include your own administration, clinical supervision, meeting attendance, and 10-12 client contacts.

Key Accountabilities

	<ul style="list-style-type: none"> ▪ Provide crisis, brief, short-term and longer-term counselling, as required. This should include 10-12 client contacts per week. ▪ Undertake assessments, including comprehensive assessment of client needs, and risk assessment ▪ Engage screening tools as discretionary aids supplementary to assessment ▪ Establish a collaborative working relationship with the client based on trust and respect ▪ Plan and implement interventions to help clients to understand their feelings/behaviour ▪ Support clients to be empowered to address their issues, take control of them and make positive changes to their patterns of behaviour ▪ Monitor and evaluate the outcome of interventions ▪ Collaborate with – and provide advice to – counsellor colleagues, the broader multidisciplinary team and referrers in the planning of treatment and provision of services to meet client needs ▪ Communicate information clearly, both orally and in writing, to clients, their families and whānau and to other support people involved in client care/support ▪ Receive regular clinical and peer/group supervision ▪ Carry out continuing personal and professional development to keep knowledge and skills up to date ▪ Maintain registration with a relevant professional governing body ▪ Positively contribute to the ŌCASA team, respecting colleagues, honouring diversity, communicating effectively, and collaborating to achieve shared goals ▪ Understand sustainability issues and model these - including ethical behaviour; ensure own practitioner sustainability ▪ 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
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Person Specification

Experience + Knowledge

Essential	<ul style="list-style-type: none"> ▪ Client-centric clinical experience ▪ Clear understanding and application of a range of evidence based therapeutic models ▪ Ability to provide multi-modal interventions ▪ Understanding and appreciation of teamwork and team dynamics ▪ Applied understanding of individual and collective responsibilities and ability to demonstrate commitment to Te Tiriti o Waitangi ▪ Applied multi-cultural competency
Advantage	<ul style="list-style-type: none"> ▪ Experience working alongside survivors of sexual violence and/or trauma ▪ Understanding of the dynamics and impact and effects of sexual violence ▪ Experience utilising trauma models and strength-based approaches ▪ Knowledge and experience of crisis intervention strategies ▪ Understanding of gender responsive approach ▪ Articulate thinking around feminist philosophy

Skills and Attributes + Attitudes and Values

Essential	<ul style="list-style-type: none"> ▪ Excellent listening, communication and relationship/rapport building skills ▪ An open-minded, non-judgemental, empathic and sensitive approach when working alongside clients ▪ Sound ability to explore emotional and traumatic issues with clients ▪ Capacity to look at how and why things are working, or not, with clients ▪ Ability to demonstrate initiative, good judgement and flexibility ▪ Independence and self-motivation ▪ Self-awareness, self-knowledge, security and self-belief ▪ Sound ability to examine own thoughts and values ▪ Excellent time management and organisational skills ▪ Capability of working under pressure ▪ Current registration of a relevant professional body e.g., NZAC, DAPANNZ, NZPB. ▪ Competency in utilising I.T. systems ▪ Ability to establish and maintain positive working relationships with key stakeholders
Advantage	<ul style="list-style-type: none"> ▪ A curiosity and research-minded approach to work ▪ Driver's licence ▪ Current First Aid Certificate

Qualifications

Essential	<ul style="list-style-type: none"> ▪ A formal Counselling or Psychotherapy qualification, minimum Tertiary degree level or Tertiary degree plus a post graduate degree/diploma in a relevant discipline, or of equivalent experience
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Professional Development

Continuing professional development (CPD) will be an integral part of the Counsellor role and an essential requirement of retaining professional registration and membership of a professional body. Ongoing development should include a mixture of directed and self-directed activity.

Performance Measures

Performance will be appraised against objectives negotiated in terms of key accountabilities and performance measures as per ŌCASA's policies and procedures.

Expected Outcomes	Measures of Performance	Completion timeframes
All training completed within prescribed timeframes from your commencement date	<ul style="list-style-type: none"> ▪ Staff Induction ▪ ŌCASA Training Programme (if applicable) - to the Collective's satisfaction 	<p>2 months</p> <p>3 months</p>

Signature _____ Date _____

Signature (on behalf of OCASA) _____ Date _____