

Job Title: Senior Counsellor

Program: Road Trauma Support WA

Date: May 2013 **Classification:** Level 5.1, 0.6-0.8 FTE

Reports to: Manager – Road Trauma Support WA

Supervises: Counselling Team, Indirectly Peer Support Volunteers

Job Summary

The Injury Control Council of WA (ICCWA) is the peak not-for-profit organisation involved in injury prevention and community safety promotion in Western Australia. ICCWA is an Equal Employment Opportunity organisation.

The Road Trauma Support WA (RTSWA) is newly established service due to launch in November 2013, which aims to provide a road trauma support service in Western Australia - providing sustainable peer support and professional therapeutic interventions for people directly affected by road trauma, family members, offenders, witnesses, and for others who are adversely affected.

The service will be the peak body for road trauma issues in Western Australia and would help to prevent and minimise future impairments that may be caused by bereavement and exposure to trauma. The service aims to be a comprehensive, ‘one-stop shop’ for all people affected by road traffic crashes (and related transport trauma) by applying the Community Counselling Model:

Support	Community Services	Client Services
Direct	<ul style="list-style-type: none"> Preventative education e.g., seminars and workshops about grief and trauma, <i>(i.e. links with Office of Road Safety, Drug and Alcohol Office, Office of Youth Affairs, WA Justice system – Magistrates court);</i> Encouraging the development of coping skills; psycho-education. 	<ul style="list-style-type: none"> One-on-one interventions and outreach to vulnerable clients e.g., individualised therapeutic interventions for people in need and at-risk of need; Bereavement and trauma services; Specialist psychotherapy; Therapeutic groups
Indirect	<ul style="list-style-type: none"> Influencing public policy e.g., lobbying for legislative change; Promotion of road safety messages to reduce future road trauma; Partnerships with media; Applied research 	<ul style="list-style-type: none"> Client advocacy and consultation e.g., provision of grief and trauma education to enable the wider community to better support people directly affected by road trauma; supporting the development of mutual-help groups and provision of self-help materials and resources

Job Description

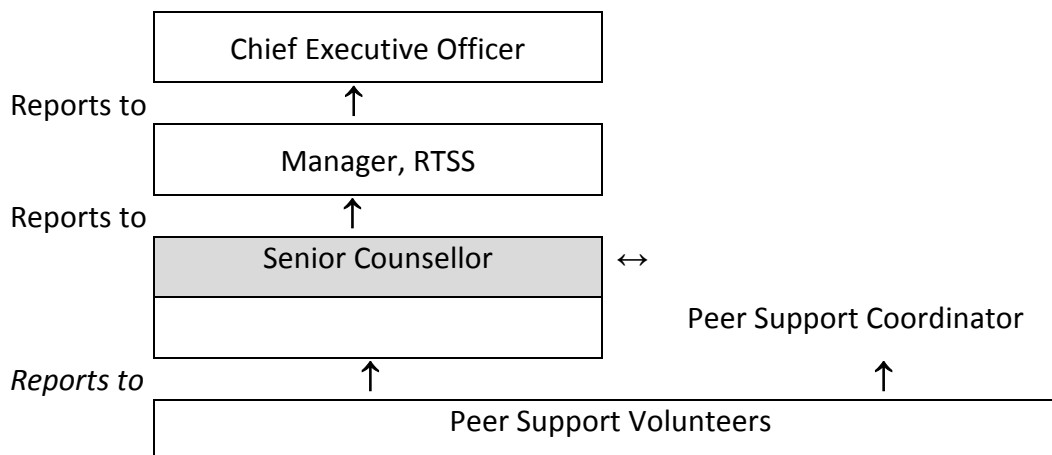
The Road Trauma Support WA is based on the public health model which outlines three levels of intervention that target different populations according to need:

Type of Support	Target Population	Source of Support
1. Information and compassion	All bereaved (100%)	Family and friends (information supplied by health and social care professionals)
2. Non-specialist support	Those at-risk of developing complex needs (33%)	Trained volunteers, mutual help groups, other community supports
3. Professional psychotherapeutic interventions	Those with complex needs (10%)	Mental health services, bereavement and trauma services, specialist psychotherapy

This is an exciting opportunity for an enthusiastic and dedicated Trauma and Bereavement Counsellor to join a newly established team to assist with setting up and delivering the first of its kind in WA.

This position is responsible for providing supervision and support to the counselling team as well as direct counselling to those affected by road trauma through a variety of delivery modes. The client group includes all people affected by road trauma, not just the bereaved; those involved and/or injured, persons of interest, offenders, witnesses, their families and friends, emergency service personnel, and associated industry workers.

Reporting Relationships



The Senior Counsellor, Road Trauma Support WA (RTSWA) works under the direction of the Manager RTSWA. The role requires close liaison with other team members and some indirect supervision of peer supporters in conjunction with the Peer Support Co-ordinator.

Duties and Key Responsibilities

- Develop, co-ordinate and review the support service model and associated counselling policies and procedures in conjunction with the Manager and Peer Support Coordinator, with assistance from the Administrative Officer. Ensure that a customer service perspective is reflected in all aspects of the agency's work.
- Maintain own professional accreditation and registration requirements: remains abreast of professional trends and literature relevant to bereavement counselling
- Participate in practice based and service oriented research, evaluation and audits as required.
- Oversee and co-ordinate members of the counselling team and indirectly the peer support team. This includes acting as a role model, co-ordinating professional development activities (confirming professional accreditation requirements), and providing clinical supervision and advice.
- Assist the Manager to develop and deliver appropriately timed de-briefing sessions to RTSWA & ICCWA staff as required.
- In conjunction with the Manager; develop policies and procedures for client assessment, intake and exit points to and from the service. This includes instances where another service may be more appropriate for the client to be referred in the shorter or longer term.
- Liaise with relevant professionals, services and community groups working with the target population to promote the service and facilitate collaborative working relationships.
- In conjunction with the Administrative Officer and Peer Support Volunteers; engage with clients during initial enquiries to assess and triage for appropriate levels of service provision.
- Provide counselling and psychotherapeutic interventions to individuals, families and groups as appropriate:
 - In-suite (face to face)
 - Telephone
 - Teleconferencing (Skype etc)
 - Online /email
- Document counselling sessions using appropriate assessments and maintain confidential client notes.
- Work with Peer Support Coordinator and Peer Support Volunteers to deliver open and closed support groups and/or client liaison.
- Contribute to the development of resources which complement the support, information and counselling programs. This may include fact sheets, web content, and preventative education workshops.
- In conjunction with the Peer Support Coordinator/Manager deliver preventative education workshops to target groups, including professional development sessions.
- Contribute to the support and supervision of students on placement if required.

Selection Criteria

Essential

- Tertiary/post graduate qualifications and experience in Social Work, Psychology, Social Science, or Counselling the areas of trauma, loss, bereavement, and family systems
- Eligibility for professional association registration.
- Five years clinical counselling experience and competency to work with the injured and their families, as well as the bereaved.
- Demonstrated specialist knowledge in criminal justice and compensation processes and an understanding of road trauma issues.
- Familiarity and willingness to work within the guidelines published by the *Australian Centre for Posttraumatic Mental Health*.
- Ability to appropriately assess clients for support groups (e.g. correct client attends group session, how they handle conflict within the group etc)
- Excellent communication skills – verbal, written, interpersonal; sensitivity in language; capacity to engage and liaise effectively and compassionately with others in highly sensitive matters and in a confidential manner
- Management or supervisory experience in a clinical or counselling setting
- Demonstrated problem solving skills with a capacity to think innovatively
- Ability to work autonomously and within teams

Desirable

- Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.
- Experience in not-for-profit sector
- An understanding of the impact of Road Trauma

Other Functions and Requirements of Role

- Participation in performance reviews
- Computer literacy: Skills in general computer packages such as the Microsoft Office Suite and capacity to learn and operate specific software as required
- Appropriate and continuous participation in Professional Development and Professional Supervision as directed or initiated

Required Licences / Certification

- Valid WA Drivers Licence. You will be required to use your own vehicle on some occasions (expenses will be reimbursed).
- A National Police Clearance and/or Working with Children Check may be requested prior to employment.

Acknowledgement of Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

.....
Employee (signature)

.....
(print name)

.....
(Date)

.....
Manager/Supervisor (signature)

.....
(print name)

.....
(Date)

Office use only

Copy: Employee

CEO

Supervisor

Other

Applicant Instructions

Applicants **must** submit a statement addressing all selection criteria using previous experience as examples of how you can meet the criteria (you are encouraged to use the STAR model or similar). Applicants should also attach a **brief** resume detailing work history and list the names and contact details of two relevant referees.

APPLICATIONS WHICH DO NOT MEET THESE CRITERIA WILL NOT BE CONSIDERED.

Please send your application addressing the selection criteria to:

Jenny Duggan, Manager, Road Trauma Support: Injury Control Council of WA, City West Lotteries House, 2 Delhi Street, West Perth 6005 or email jduggan@iccwa.org.au

For further enquiries regarding the position, please contact Jenny Duggan on (08) 9420 7212.

Applications close 5pm Friday 9th August 2013