



Expression of Interest

Counsellor

This is a unique opportunity to join Victoria's leading specialist agency providing counselling and support services to people and their families affected by road trauma following a traffic accident. Each year nearly 300 people die and over 5000 people are seriously injured on Victoria's roads.

This pivotal role, reporting to the Team Leader Counselling Support Services, provides the opportunity for you to make your mark in supporting and growing RTSSV's services across a range of areas including; face to face and telephone counselling, group work, and information and education sessions.

As part of a small but growing organisation you will have the opportunity to have input into and shape the organisations future.

Located in Blackburn, close to public transport, this amazing organisation provides two distinct services, 1) a free and personalised statewide counselling and support service, 2) targeted education programs aimed at changing driver's behaviours and attitudes - delivered in part by volunteers.

Please send your Expression of Interest, plus a copy of your current CV to bernadette.nugent@rtssv.org.au COB, Friday 17 February 2012. A copy of the position description is available by logging onto our website at www.rtssv.org.au

Counsellor - Position Description

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|--------------------------------------|------------------------------------------------|------------------------------------------|-------------------------------------------------------------------|
| Position Title: Counsellor | Unit: Counselling / Support Services | Date: February 2012 | Reports to: Team Leader Counselling Support Services |
| Responsible for: N/A | Position Status: 0.4 | Salary Level: To be negotiated | Location: Blackburn |

Our Vision

To reduce the impact of road trauma

Our Organisation

Road Trauma Support Services Victoria (RTSSV) is a leading community based organisation providing specialist support for those affected by road trauma following a transport crash.

We provide free face to face and telephone counseling as well as a range of support services including information sessions and peer to peer support to people affected by grief and trauma following a transport crash, be they drivers, survivors, witnesses, first on scene or family members.

Our service is the only one of its kind in Victoria. Services are provided from our Blackburn office and pilot satellite offices in Dandenong, Niddrie, Bendigo and Geelong.

We also seek to change driver attitudes and behaviour through targeted education programs delivered, in part, by volunteers who share their personal stories of road trauma with drivers ordered to attend via the Magistrate's Court.

RTSSV is an incorporated, non-profit organisation with DGR and ITEC status.

Our Values

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| Caring | We are committed to serving our clients with empathy and compassion |
| Integrity | We display integrity, respect and dignity in all our dealings with clients, stakeholders and members of our workforce |
| Quality | Our focus is on the people we serve, and we strive for excellence in service delivery, evaluation and continuous improvement |
| Accountability | We are accountable for our actions in working to deliver our services and our mission |

Key Working Relationships

Internally

Team Leader Counselling Support Services, Chief Executive Officer, leadership team, counselling team, education services team, RTSSV volunteers, Development and Communications Manager.

Externally

Clients and their representatives

Mental Health Care providers

Accident Prevention and Road Trauma partners (Transport Accident Commission, Victoria Police),

Volunteers – education, peer support, community

Additional information about RTSSV and our role in the community can be obtained by visiting our website at www.rtssv.org.au

Position Purpose

- Reporting to the Team Leader Counselling Support Services, counsellors at RTSSV are responsible for providing information, emotional support, counselling and referral to people connected or involved with, injured by, or witness to any road related incident.
- The position also involves educating the general public and raising awareness about the impact of road trauma on individuals, families and communities.

Key Responsibilities and Tasks

1. Counselling and client support

- Provide psychosocial assessment and client centred counselling to clients who have been affected by road trauma.
- Provide face to face and telephone counselling.
- Provide information about grief and trauma to individuals, families and other organisations.
- Maintain up to date, accurate case notes/records that contribute to data collection and accountability in relation to RTSSV's client contact.
- Provide secondary consultation and liaison, and develop linkages with external organisations.
- Maintain up to date knowledge and awareness of developments in the fields of grief and trauma.
- Work consistently in a manner that fosters the organisation's goals and values.
- Participate in regular supervision.

2. Reporting

- Provision of data and statistics to Team Leader as required.
- Participate in the development of individual, yearly performance management agreements.

3. Stakeholder Liaison

- Represent RTSSV at events and attend meetings as required
- Foster existing networks with relevant organisations.

Accountabilities and Relationships

The position reports to the Team Leader Counselling Support Services.

Key Selection Criteria

Please address these in your application:

1. Demonstrated ability to provide accurate assessment and client centred counselling.

2. Proven experience in providing face to face and telephone counselling, in particular in relation to people affected by grief and trauma.
3. Demonstrated knowledge of grief and trauma theories in relation to working with individuals and families.
4. Demonstrated experience in managing data bases that record information and record client contact.
5. Experience in Co Facilitation of information/discussion groups.
6. Demonstrated communication skills, both verbal and written.
7. Willingness to update relevant skills and theories that contribute to best practice procedures.
8. Demonstrated experience of working in a team.
9. Demonstrated ability to work in an often stressful and demanding environment

Qualifications and Experience

- Eligibility for membership of Australian Association of Social Workers (AASW), Psychotherapy and Counselling Federation of Australia (PACFA) or similar organisation.
- An understanding of the impact of road trauma.

Position Requirements

1. Appointment to this position is subject to a police check.
2. Resilience to work with, understand and support people who have been exposed to grief and trauma.
3. A working knowledge of computers and MS Office programs.
4. Current driver’s license.
5. Some out of hours and weekend work may be required.
6. Experience in the Not for Profit field would be highly regarded.

Personal Values

All employees are required to commit to and respect the values of Road Trauma Support Services; Caring, Integrity, Quality and Accountability, uphold confidentiality, are trustworthy and adhere to RTSSV’s Code of Ethics and Conduct.

Performance and Development Review

There is a six (6) month probationary period for all positions within RTSSV. A performance review is conducted annually with all staff.

Professional Development

Employees are provided with the opportunity to attend agreed training courses as identified through self evaluation, discussion with supervisors and performance reviews.

Adherence to Policies and Procedures

It is an expectation that all employees familiarize themselves with and abide by all organisational policies and procedures.

Occupational Health and Safety

All employees of RTSSV are required to take reasonable care of their own health and safety and the health and safety of others who may be affected by acts or omissions at the workplace. All employees must co-operate with management and OHS policies and procedures.

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| Approval of position description. | | |
| Team Leaders Name: | Signature: | Date: |

Acceptance of position description requirements.

To be signed on appointment

Employee Name:

Signature:

Date: