



Clinical staff position description

SKY Counsellor

Position overview

Position title	SKY Counsellor
Unit or program	Client Services
Position objective	To provide SKY (Supporting Kids and Youth) clients who are in prison and their families including children with counselling, information and support with a focus on strengthening family relationships in preparation for release.
Scope of practice	<p>SKY counselling includes child-centred therapeutic interventions within individual, couple, family and group work settings, occurring in counselling rooms on site, in community facilities and in prison. The SKY counselling primary clients are fathers incarcerated at the Judy Lazarus Transition Centre, however counselling occurs within a systemic framework and the focus may also include adult carers and children aged under 18 years old.</p> <p>Therapeutic interventions range from single session family consultations to ongoing intensive support, and the choice of intervention is bounded by the skills, experience and training of the counsellor. Referrals to appropriate specialist services such as trauma treatment, tertiary Mental Health and Alcohol and Other Drug services are made based on an assessment of client needs, in consultation with supervisors and in collaboration with other care team professionals.</p>
Job classification	Social, Community, Home Care and Disability Services Industry Award 2010, Level 6 Pay point depending on qualifications and experience
Location	Level 1, 116 Hardware Street, Melbourne VIC 3000
Reports to	Manager Development
Direct reports	N/A

About VACRO

VACRO is a non-government, non-denominational organisation. It was founded in 1872 (as the Discharged Prisoners' Aid Society of Victoria) in the wake of the 1871 Royal Commission into Penal Establishments and Gaols which urged the establishment of a body to give assistance to discharged prisoners.

Vision	New beginnings, stronger communities.
Mission	To support new beginnings for clients of the correctional system and their families, and build safer and stronger communities.
Values	<ul style="list-style-type: none">• We show integrity in our relationship with each other, our clients and the broader community.• We display respect by supporting our clients to achieve positive outcomes and lead meaningful lives.• We work towards inclusion for all stakeholders in the development of our programs.• We are adaptable to the conditions and opportunities that arise in our daily lives.

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Key contacts (internal)

Manager Development

State Manager – Support Services

Key contacts (external)

SKY clients

Key external stakeholders

Position details

Key result area	Task	Performance indicator
Counselling and support	<ul style="list-style-type: none"> Undertake intake and assessment. Provide counselling and support to fathers and their family members. Undertake home visits. Conduct case planning meetings with Judy Lazarus Transition Centre staff. Refer clients to and liaise with other programs and services as part of individual treatment planning. 	<ul style="list-style-type: none"> The SKY Program is delivered in accordance with VACRO and funding body requirements. Waiting lists are regularly monitored. High quality counselling and support are provided to SKY clients in a timely manner using a range of therapeutic interventions which focus on family inclusive practice. Client support is integrated with Corrections Victoria case plans. Clients are referred to appropriate programs and services in a timely manner.
Parenting sessions	<ul style="list-style-type: none"> Adapt evidence-based parenting material to target identified needs and deliver sessions in the Judy Lazarus Transition Centre. Respond to requests for information and guidance from external services about working with children and the impact of the criminal justice system on family members. 	<ul style="list-style-type: none"> Targeted information and sessions are provided in a timely manner. Requests from external services for child and justice system related information and guidance are responded to in a timely manner.
Administration and reporting	<ul style="list-style-type: none"> Record client data in a timely manner. Contribute to reports for VACRO management. Record and report any incidents and issues. 	<ul style="list-style-type: none"> Client data is maintained as complete, accurate and current. Report contributions are provided in accordance with VACRO and funding requirements. All incidents and issues are reported in accordance with VACRO procedures.

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Stakeholder relationships	<ul style="list-style-type: none"> • Liaise with external stakeholders. • Promote the SKY Program. 	<ul style="list-style-type: none"> • Positive working relationships with stakeholders are built and maintained. • The SKY Program is promoted effectively.
Continuous improvement	<ul style="list-style-type: none"> • Recommend and contribute to continuous improvement activities. 	<ul style="list-style-type: none"> • Allocated continuous improvement activities are actioned.

Expectations of all VACRO staff

- Uphold VACRO's Vision, Mission, Values and Code of Conduct.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with VACRO procedures and practices which support occupational health and safety.
- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within VACRO's formal delegations framework and in accordance with its policies and procedures.
- Participate in continuous quality improvement (CQI) activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in VACRO meetings, regular supervision and professional development.
- Represent and enhance VACRO's profile at stakeholder and network meetings, as designated by your Manager.
- Demonstrate commitment to social justice outcomes and help protect the rights of people impacted by the criminal justice system, and their families.

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Key capabilities

Knowledge

- A tertiary qualification in social work, psychology, family therapy or equivalent.
- Understanding of the complex issues relating to offenders and their families, and the impact of incarceration of a family member.
- Understanding of the therapeutic challenges this client group may bring.
- Sound training in, knowledge of, and ability to implement therapeutic techniques relevant to this client group (e.g. trauma frameworks, family therapy training etc.).
- A knowledge of and a willingness to work within the Victorian Adult Criminal Justice System.
- Sound knowledge of the issues associated with individuals who are socially disadvantaged.
- Knowledge of child development.

Experience

- Considerable experience in counselling for young people within a family inclusive framework utilising therapeutic techniques to address trauma.
- Experience in adapting therapeutic strategies to engage clients, particularly children, from complex backgrounds.

Skills

- Demonstrate excellent written and spoken English communication skills.
- Demonstrated ability to work independently and as part of a team.
- Well-developed administrative skills.

Behaviours and personal attributes

- Willingness to work with socially disadvantaged clients.
- Ability to liaise with a variety of audiences including government bodies, philanthropic funding bodies, professional peers and people with limited education and literacy.
- Personal organisational skills.
- Ability to build good working relationships with relevant organisations.

Mandatory requirements

- Verification of personal identity, employment history and qualifications.
- Satisfactory National Police Check.
- Working with Children Check (Victoria).
- Victorian Driver Licence.

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Incumbent declaration

I have read this Position Description and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- The Position Description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my Manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The Position Description will be reviewed regularly in consultation with me.
- The Performance Indicators, where included in this document, are indicative. Performance Indicators will be set by my immediate supervisor in discussion with me, for each year (or another period) and my performance reviewed against those Performance Indicators.

Name of Position incumbent

Date

Signature