**POSITION DESCRIPTION**

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| **FAMILY LAW COUNSELLLOR** | | | |
| **Department or Program:** | Family Law Services - includes Bankstown Family Relationship Centre (FRC) and other CC sites | **Award and Level (if applicable):** | SCHADS Level 4  Plus $2 above award with mgr approval |
| **Division:** | Families Division | **DATE of Approval** | June 2022 |
| **Risk Assessed Requirements:** | WWCC:  Police Check: | | |
| **Accreditations/**  **Memberships:** | Eligibility for membership with relevant professional Board or Association | | |

**Purpose of the position**

The purpose of this position is to provide assessment, therapeutic work and case management to individuals, children, adolescents, couples, and families impacted by family separation. Parents are supported to remain child focused and to maintain safe relationships in the best interests of children. This is a designated “family counsellor” role under the Family Law Act and will be conducted in accordance with a person-centred approach and CatholicCare’s Mission, Vision and Principles.

**KEY ACCOUNTABILITIES**

* Perform the duties of the role in accordance with CatholicCare’s Mission, Vision and Guiding Principles.
* To deliver a range of clinical and support services to individuals, children, adolescents, couples, and families impacted by separation. Services may be provided through therapeutic practise models including individual, couple or family counselling; Post Separation Case Management; child inclusive practice, and psychoeducational group facilitation.
* To work collaboratively with a multi-disciplinary team including family dispute resolution practitioners.
* To work in accordance with relevant professional practice standards and maintain professional currency in family law counselling, therapeutic training and case management.
* To maintain a focus on the safety and wellbeing of clients and their families, underpinned by a thorough understanding of child development, child protection, individual and systemic issues including Domestic and Family Violence.
* To maintain a good knowledge of relevant internal and external services to provide information and make client referrals as appropriate.
* To comply with all agency and program policies and procedures including documentation and administrative tasks, such as writing case notes and data collection.
* To attend and participate in individual and group clinical supervision.
* To maintain a thorough and up to date understanding of the relevant provisions of the Family Law Act (1975) the Children and Young Persons (Care and Protection) Act (1998) and other relevant legislation as it applies, and to always operate with cognizance of the legislative provisions.
* To facilitate service delivery in CatholicCare offices and outreach settings as required.
* To facilitate post separation groups for children and/or parents.
* To participate in local interagencies and maintain networks to promote the program and CatholicCare.
* To undertake appropriate WHS training and comply with Catholic Care WHS policies and procedures. This includes job specific requirements as well as minimising any potential risks and reporting any hazards or incidents you may observe or be involved in.
* Other duties as directed from time to time.

**KEY COMMUNICATIONS**

This role works closely with:

* Clients – To provide intake, assessment, therapeutic support and case management, referrals, information, education and advocacy for clients, seeking to enhance their relationships, safety, and wellbeing.
* Colleagues – To work collaboratively to provide trauma-informed, safe, and child focussed services and outcomes for clients.
* Practice Manager – To seek and receive guidance including clinical advice and direction, ensure accountabilities, exchange information, and contribute ideas that will improve service delivery. The Children’s Clinical Lead will also support clinical practice with children and young people.

**KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)**

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|  | Ability to undertake the duties of the role in accordance with CatholicCare Sydney’s Mission, Vision and Values. |
|  | Relevant tertiary qualifications in social work, psychology or counselling, and eligibility for membership with a relevant professional Board or Association. |
|  | Demonstrated experience and skills in working with adults and children impacted by relationship breakdown, family separation and family law processes, to meet the requirements for designated family counsellors under the Family Law Act. |
|  | Demonstrated experience and skills in providing therapeutic interventions and case management within a trauma informed practice model, assessing and responding to the impact of issues including separation, domestic and family violence, mental health, alcohol and other drugs, grief and loss, and child protection. |
|  | Demonstrated knowledge of child development, Child Protection Legislation and the Family Law Act. |
|  | Demonstrated ability to engage with and support children and young people. |
|  | Demonstrated high level verbal and written communication skills, and competence in using client management systems and phone/online modes of service delivery. |
|  | Demonstrated experience and skills in working with Cultural and Linguistically Diverse Communities and with Aboriginal and Torres Strait Islander Communities. |
|  | Demonstrated ability to appraise and critically reflect on clinical work and participation in clinical supervision. |
|  | Working with Children Check and National Criminal Record History Check. |

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|  | **DESIRABLE** |
| 1 | Demonstrated experience in psycho-educational group facilitation. |

**\*** CatholicCare reserves the right to vary this position description in response to its changing needs.