



## KEY PERFORMANCE INDICATORS

### 1. Service Provision to Clients

Demonstrated experience in the provision of counselling, support and referral to women who are affected by abuse in an intimate relationship

### 2. Teamwork and Communication

Excellent communication and interpersonal skills including teamwork, report writing, negotiation, conflict resolution, consensus decision-making and consultation skills

### 3. Professional Development

Demonstrated experience and understanding of the need for continuation of professional development

### 4. Networking

Demonstrated ability to liaise with external organisations and have input into community development

### 5. Contribute to the development and enhancement of SHE services

Commitment to ensuring quality services are delivered, including participation continuous improvement activities such as participation in evaluation processes, strategic planning and policy development

## KEY RESPONSIBILITIES

### 1. Service Provision to Clients

- Provide appropriate individual counselling to women who are affected by abuse in a relationship, with an emphasis on empowerment principles
- Provide clients with information, advocacy and referral when appropriate
- Plan, administer and evaluate groups
- Plan, administer and evaluate community presentations and training
- Demonstrate a high level of awareness of safety and confidentiality issues

### 2. Teamwork and Communication

- Work within a team to achieve team goals
- Work within a Collective structure
- Share and initiate regular and professional communication with colleagues and members of Collective
- Facilitate and participate in regular staff meetings, Collective meeting and Annual General Meetings
- Provide supervision and engage in debriefing co-workers, students and project workers as required
- Write reports relevant to the effective operation of the organisation
- Ensure that all administration and documentation requirements are initiated and completed in a professional manner
- Source and maintain resources, information, pamphlets and other materials for agency use

### 3. Professional Development

- Practice according to all relevant external legislation and internal policies and procedures
- Practice according to the S.H.E.'s mission, objectives, core values and strategies
- Maintain a current awareness and understanding of domestic violence issues including
  - legislation, policy
  - change, services and a detailed knowledge of the effects of community/society
- Attend all training sessions required by the service ; be actively involved in other training and development as required
- Accept supervision with Coordinator as required and participate in annual evaluations

### 4. Networking

- Maintain effective relationships with external agencies, community organizations and members of the

public
- Participate in Government and community consultation, as required
<b>5. Contribute to the development and enhancement of SHE services</b>
- Organise own work schedules, use initiative, set priorities to for the long and short-term goals of S.H.E.
- Participate in the development/administration of programs and submissions as required
- Collaborate with Coordinator, Co-workers and Collective in the development of policies and procedures
- Contribute to and participate in evaluations and annual strategic planning
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## SELECTION CRITERIA

1. Demonstrated experience of counselling skills
2. An understanding of the dynamics of domestic violence including an ability to become proficient in acquiring/updating knowledge of legislation relating to domestic violence issues
3. High level of awareness of confidentiality and client and counsellor safety issues
4. Ability to work independently and as a member of a team to enhance and maintain the S.H.E. Service
5. Highly developed verbal and written communication skill
6. An ability to plan and facilitate group work, community education and have input into community development
7. Comprehensive knowledge and experience of empowerment principles highly desirable. Knowledge and practical experience with appropriate counseling models also highly desirable.

## INFORMATION FOR APPLICANTS

<b>Status</b>	35 hours per week
<b>Location</b>	Hobart
<b>Salary</b>	Social, Community, Home Care and Disability Services Industry Award 2010 - Level 6.1 Salary packaging increasing the value of take-home pay is available
<b>Length of appointment:</b>	<b>18 month project position</b> Appointment is on the basis of a 3-month probation.
<b>Police Record</b>	Successful applicant will be required to provide a national police record check.
<b>Referees</b>	Names and contact details of at least 2 referees are required

Applications are to be addressed to

S.H.E; PO Box 300; North Hobart 7002

Applications close **end of business Monday September 6<sup>th</sup> 2010**

**To be considered for an interview, selection criteria must be addressed.**