

Position Description

Position Title:	Counselling Team Leader
Level:	Social, Community, Home Care and Disability Services Industry Award 2010: Level 6
Location:	Arundel
Employer:	Bravehearts Foundation Limited
Reports to:	National Program Manager, Beyond Brave

Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

Our Values

Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

Empathy: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

Bravery: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

Our Commitment as a Child Safe Organisation

Bravehearts is unwavering in our commitment to the safety and wellbeing of all children and young people accessing our services. We act without hesitation to ensure the legal rights of all children and vulnerable persons are maintained. Bravehearts is dedicated to fostering a culture where every child is valued, respected, and safe from harm.

Bravehearts Statement of Commitment embodies this through application of our pledge to:

Prioritise the Child	The best interests of children are at the forefront of every decision and action we take.
Cultivate a Safe Culture	We are dedicated to creating and maintaining a child-safe environment characterised by transparency, accountability, and a shared responsibility for protecting children from sexual abuse and exploitation, and abuse and neglect more broadly.
Empower Voices	We actively listen to and amplify the voices of children and young people, ensuring their perspectives shape our policies, programs, and practices.
Act with Vigilance	All Bravehearts personal (National Board, staff, students and volunteers) are mandatory reporters, committed to promptly reporting any concerns about a child's safety to the appropriate authorities, irrespective of age, type of harm or location.
Collaborate for Impact	We operate in a spirit of cooperation and consultation with other relevant agencies in matters concerning child protection. We work in close partnership with families, communities, and other agencies to create a network of support that protects and promotes the wellbeing of children.

Position Purpose

The Counselling Team Leader is responsible for overseeing the counselling service within the Beyond Brave team, including daily operational requirements and providing leadership and support to a small team of Clinicians/Therapeutic Case Managers.

The Team Leader will also be responsible for their own caseload of clients, to whom they will provide trauma-informed and culturally appropriate counselling and emotional support, as well as support completing their applications for Redress.

It is anticipated that 2 days per week will be focused on Team Leader responsibilities and 3 days on client caseload.

Primary Duties & Responsibilities

Counselling Services and Case Management

- Deliver short-term trauma-informed counselling and/or crisis intervention which is linked to the lodgement of an application to the Redress Scheme.
- Conduct risk assessments and interventions as necessary.
- Provide psychosocial education about the impacts of trauma.
- Maintain accurate recordings of sessions through case notes which are completed within the required timeframes.
- Assist a small caseload of non-intensive clients with the completion of their Redress application.
- Provide clear and accurate information about the National Redress Scheme to clients who have experienced historical Institutional Child Sexual Abuse.
- Work collaboratively with a multidisciplinary team.
- Promote the Redress Scheme and Beyond Brave services and build relationships with the community and local service providers.
- Undertake case debrief, professional development activities and supervision.

Team Leadership:

- Provide daily team leadership, mentoring and support to ensure that the Counselling team are running efficiently and effectively.
- Contribute to the development, implementation and review of the counselling program with Beyond Brave.
- Facilitate weekly team meetings and regular 1:1 with each team member.
- Ensure team members undertake standardised assessments with their clients and enter into RediCASE in a timely fashion.
- Oversee and ensure that the RediCASE is up to date for all clients (including client profiles, case plans and counselling notes).
- Conduct Staff Onboarding Process for new employees within the Counselling team.
- Provide weekly, monthly and ad hoc data reports to the National Program Manager, Beyond Brave and Director of Therapeutic and Support Services.

Personal Specifications

Qualifications/Experience:

- Degree in social work, counselling, psychology or related discipline, with eligibility for membership of the relevant professional association (APS, AASW, ACA or PACFA).
- A minimum of 3-5 years post graduate experience providing case management and counselling to survivors of complex childhood trauma and/or violence, or in mental health.
- Experience in working with adult survivors of child sexual assault, Aboriginal and Torres Strait Islander people, people with disabilities and members of the CALD communities.
- Demonstrated understanding of the lifelong impacts of child sexual abuse and other childhood trauma.
- Demonstrated success in leading and developing engaged, values-aligned, and resilient teams through empathetic leadership that fosters trust, connection and accountability.

- Must have or be willing to apply for a Working with Children Check (relevant to the state) and a National Police Certificate.

Personal Qualities:

- Strong ability to work autonomously and exercise initiative and integrity in their relationships with clients and in their professional role with Beyond Brave.
- Knowledge and experience of counselling models including responses to trauma and experience in crisis or general counselling work.
- Capacity and willingness to work effectively within a multi-disciplinary team and to be flexible and adaptable in order to meet the organisation's needs.
- Knowledge and understanding of frameworks of ethical practice; confidentiality; the requirements of mandatory reporting; and relevant state and national laws.
- The capacity to work enthusiastically within the parameters of the Bravehearts mission, vision and values (Integrity, Respect, Energy, Empathy and Bravery).
- Principles of social justice will underpin the appointee's practice.

Skills and Abilities:

- Demonstrated time management and priority setting skills.
- Intermediate use of Microsoft Office Suite and capacity to learn new systems and programs.
- Well-developed written and verbal communication skills including presentation and report writing skills.

Acknowledgement:

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager and or People and Culture of any new criminal allegations or charges made against me including but not limited to child sexual abuse or interpersonal violence during the course of my employment that would alter the outcome of the original National Police Check.

I have read this position description and acknowledge that I understand my role and responsibilities as outlined in it. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution for child sexual abuse or violence towards a person, whether at work or not, may lead to immediate termination of employment.

I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____