

# JOB ADD

## THE GENDER CENTRE INC.

CONTRACT POSITION 2 YEARS

<b>POSITION:</b>	<b>Experienced Counsellor</b>
<b>CLASSIFICATION:</b>	<b>CSW Grade 5 SACS Employee pay point 1</b>
<b>SALARY:</b>	<b>up to \$83.326 per year + Superannuation</b>
<b>HOURS:</b>	<b>70 hours /fortnight, with preparedness to work some flexible hours</b>

**Applications close 22<sup>nd</sup> December 2022**

Website: [www.gendercentre.org.au](http://www.gendercentre.org.au)

**Two year contract 5 days per week**

**70 hours per fortnight**

**The Gender Centre Inc:** is a leading not-for-profit organisation supporting the transgender, gender diverse and gender questioning people of NSW for nearly 40 years.

We are looking for an experienced, motivated and dedicated Counsellor to join a multi-disciplinary, dedicated team based in Annandale/ Marrickville to provide counselling to transgender, gender questioning and gender diverse adults, young people and their families using approaches that are flexible and appropriate.

To be successful you must have tertiary qualifications in counselling, psychology, social sciences or equivalent as well as current registration with an affiliated Peak Body (PACFA or ACA) with a minimum of 3 years counselling experience

### **About the Role**

Critical to this role will be your demonstrated counselling experience using a person-centred approach together with other evidence-based therapeutic modalities. You will require knowledge in gender dysphoria, domestic violence best practice and suicide protocol and other risk identification tools and skills.

You will be responsible for the provision of empathic person-centred counselling services to meet the needs of our clients. The focus of the service is to improve the mental health and wellbeing of clients who may experience gender dysphoria, stress, depression and drug & alcohol issues. The role also includes, group work and strength-based, solution-focused case management.

The Gender Centre supports flexible working arrangements to ensure a positive work-life balance.

### **How to apply**

To be considered for this role, you will need to submit your resume and a cover letter addressing each of the essential criteria on how your skills, knowledge and experience meet the requirements of the role.

Applications that do not address each of the selection criteria or provide a resume will not be considered.

Applications for this position close on December 22<sup>nd</sup> 2022

Please submit your application as soon as possible as shortlisting for this position will commence immediately. Up until the closing date.

The successful applicant should be ready to start in early January 2023 and be required to undertake a training and probationary period at the commencement of your employment.

For any additional information regarding this position please contact Phinn Borg, Executive Director at [ed@gendercentre.org.au](mailto:ed@gendercentre.org.au)

Please email completed applications to

Phinn Borg [ed@gendercentre.org.au](mailto:ed@gendercentre.org.au)

# JOB DESCRIPTION

## COUNSELLOR

<b>POSITION:</b>	Counsellor
<b>AWARD TITLE:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 Services Employees (State) Award
<b>CLASSIFICATION:</b>	CSW <b>Grade 5 SACS Employee pay point 1</b>
<b>SALARY:</b>	\$83.326 + super
<b>HOURS:</b>	70 hours/ fortnight, with preparedness to work some flexible hours
<b>ACCOUNTABLE TO:</b>	The Executive Director & Senior Counsellor

### POSITION BRIEF:

You will be responsible for the provision of empathic person-centred counselling services to meet the needs of our clients. The focus of the service is to improve the mental health and wellbeing of clients who may experience gender dysphoria, stress, depression and drug & alcohol issues, the role also includes, group work and strength-based, solution-focused case management.

The counsellor provides counselling and therapeutic services to all members of the transgender, gender diverse and gender questioning community, their partners, family members and allies in NSW.

The counsellor liaises with a broad network of individuals and organisations who participate in or impact on this community.

The counsellor also arranges and/or participates in community events, programs, and initiatives in which The Gender Centre is involved.

The counsellor is one of the key staff members for access by relevant clients of The Gender Centre for specialised counselling services.

Where appropriate the Counsellor is expected to refer both to other specialist staff within the Gender Centre and/or to specialised external professional services.

The counsellor should have extensive knowledge or be willing to learn the broad range of community organisations, NGOs and government departments that work with our community.

The Counsellor is expected to have a firm knowledge of the processes needed for advocacy and community development.

The counsellor will work closely with other staff members to fulfil the duties listed below.

The Gender Centre is an Equal Opportunity employer.

#### **STATEMENT OF DUTIES TO BE UNDERTAKEN:**

To provide clinical services to transgender, gender diverse and gender questioning people and significant others around issues of gender.

Provide counselling to clients on other presenting issues such as sexual assault, D&A, STI/HIV/BBV and in particular suicide.

Refer clients appropriately to other staff within the agency and/or other external services when required.

Attend supervision and staff meetings on a regular basis and participate in debriefing processes with other staff members.

Maintain awareness of current developments in the fields relevant to HIV/AIDS, harm reduction, legal developments, and contemporary transgender issues.

Access training relevant to the position,

Provide monthly and annual reports to the Manager on all aspects of the counsellor's role, particularly in relation to this job description. The reporting should include the application of the centres wellbeing measurement tool (K10) as part of the counsellor's duties.

Comply with Gender Centre requirements regarding client data collection.

Provide supervision and guidance to counselling students on placements at the centre.

Be prepared to participate in interagency meetings and functions in order to ensure that transgender clients are represented as a proportion of clients of other agencies or for the purpose of positive networking.

Be prepared to present on issues relevant to the transgender and gender questioning community at relevant conferences and functions.

Participate in maintaining a positive regard for clients, visitors, staff and members of the association in all aspects of working with clients and other staff members.

General office duties, answering phones, attending staff meetings and paperwork.

Work within a team atmosphere

Current Australian drivers licence

Undertake professional supervision as part of this position.

## **SELECTION CRITERIA**

### **Essential Criteria**

1. Relevant tertiary or University qualifications in counselling, psychology, social sciences with 2-3 years' experience post qualifications
2. Registration with the following associations: minimum level 2 membership with the Australian Counselling Association (ACA) Clinical membership of the Psychotherapy and Counselling Federation (PACFA).
3. Experience in the delivery of evidence-based face to face and telephone clinical support services using primarily person centered and cognitive behaviour therapy, solution focused therapy, complex grief and loss counselling and other therapeutic approaches
4. Experience in promoting the safety and wellbeing of carers and their families which includes knowledge of child protection, mental health and domestic violence, evidenced by effective and relevant counselling practices
5. Experience and expertise in the provision of evidence based short term personal counselling with a population who present with a broad range of varying complexity including gender dysphoria, STI/HIV/BBV, sexual assault, suicide and AOD.
6. Preparedness to undertake flexible work hours in the provision of group work within a counselling context
7. Demonstrated knowledge and understanding of the issues pertaining to the transgender, gender diverse and gender questioning community
8. Ability to liaise and work with a range of people from diverse and marginalised communities.
9. Ability to work within a small multidisciplinary team
10. Ability to respond appropriately to clients in crisis

**Desirable Criteria:**

1. Experience in working in a community-based organisation
2. Experience in working with diverse groups
3. Experience in facilitating or co-facilitating psycho-educational groups
4. Experience in supervising counselling students on university placements
5. Current Drivers licence
6. Understanding of issues and needs of culturally and linguistically diverse groups and emerging communities

**Other Conditions:**

Please provide 2 referees of the past two most recent employed positions held relevant to this job description

The successful applicant will be placed on an initial 3 month probation period

Must have a current Working with Children clearance and Criminal Record Check

# **GUIDE TO APPLYING FOR A POSITION AT THE GENDER CENTRE**

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Thank you for your interest in applying for a position with The Gender Centre. This guide has been established to assist you to prepare your application.

## **THE RECRUITMENT & SELECTION PROCESS:**

Involves The Gender Centre identifying a vacancy, advertising it, short listing applicants, calling suitable applicants for interview, checking referee reports, conducting criminal record checks and offering appointment to the preferred applicant(s).

## **APPLYING FOR THE POSITION:**

You are required to apply in writing for the position. Appointments to positions with The Gender Centre are made on the basis of merit. This means that the applicant considered to be the most capable of performing the duties of the position is selected. Choosing the best person for the position is part of The Gender Centre's Equal Employment Opportunity Policy.

Your application must contain:

- your completed Job Application Coversheet;
- your responses to the selection criteria (*see below*); and
- your resume, including referee contact details.

*(Please do not list partners and or family members as contact referees)*

## **WRITING YOUR APPLICATION:**

You need to write your responses to each of the essential and desirable selection criteria to show the selection committee that you have the right mix of skills, knowledge and experience to do the job. Our suggestion to applicants to ensure that the selection criteria are met adequately is to make a separate heading for each selection criterion. For each one, describe in no less than two paragraphs your skills, knowledge and experience and show how they could be used in the job. Emphasise your major achievements.

### **Key Words in Selection Criteria and their meaning:**

***Demonstrated knowledge:*** you need to give examples that prove you have this area of knowledge.

***Ability to:*** you do not need to have completed this kind of work before, but your skills, knowledge and experience must show that you are capable of doing the work. Describe things you have done which prove you could do this kind of work.

***Experience in:*** you have to show when and how you have done this work before. Give examples.

***Effective, Proven, Highly Developed, Superior:*** These ask you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your skills, knowledge and experience.

The Gender Centre requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Occupational Health and Safety (OH&S), Ethnic Affairs & Cultural Diversity and Appropriate Conduct (Ethical Practice) relevant to each job. You should ensure that you address these aspects as part of your response to the selection criteria.

## **APPLICATION & RESUME:**

You need to complete the Job Application coversheet. You also need to complete a resume which is clear, concise, up to date and includes: any qualifications, professional registration & affiliations, employment history and the name, address and contact numbers of two referees. Personal information such as marital status, number of dependants, etc are not relevant to the requirements of the position and need not be included in your resume. If you are intending to apply for more than one advertised position, please submit a separate application for each position.

## **THE ROLE OF THE SELECTION COMMITTEE:**

The selection process will be undertaken by a committee. Each selection committee is convened with care to ensure that it has the necessary expertise to make a decision in a fair and impartial way. Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection recommendation. The panel will usually consist of three members. If called to an interview, you are entitled to ask who is on the panel.

## **INTERVIEW / ASSESSMENT:**

Interviews and selection are conducted by a panel of at least three people. The panel usually includes the manager, an independent (a person not employed by The Gender Centre) and another person who can contribute to the selection process

If called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application. You will be able to ask questions about the position and provide the panel with more information to help your application.

Prior to the interview please read the job advertisement and/or position description again. The criteria for the position have been developed from the position description and the Panel will use the criteria to develop interview questions. You can also do the same. It will assist the Panel if you are able to link experiences and examples of previous work to the position description and selection criteria.

Other methods may be used to decide if you are suitable for the position. For example, the panel will call your referees or may wish to look at samples of your work.

The panel discusses which applicant best meets the selection criteria and writes a detailed report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, readvertise the position).

If you are offered an interview and you have any special needs (for example, wheelchair access or an interpreter) you should inform the person who contacted you.

## **REFEREE REPORTS:**

If you are considered to be one of the suitable applicants, comments will be sought from your nominated referees, as to your demonstrated ability or potential to fulfil the selection criteria. It is important that you nominate referees who are able to discuss your suitability in relation to the selection criteria and comment on your current work performance. You may like to provide them with a copy of the position description so that they are prepared to provide relevant information to the selection committee.

## **CHECKS:**

It is The Gender Centre's policy that a National Criminal Record Check is conducted for sexual offences, serious offences involving threat or injury to another person and serious offences which are directly relevant to the duties of the position for which they have applied.



A criminal record check, for applicants recommended for appointment, is only undertaken following interview and with the signed consent of the recommended appointee. Appointment to a position will be conditional upon a satisfactory criminal record check being returned.

It is also The Gender Centre's policy that all recommended applicants for appointment provide appropriate documentation to support their identity.

Working with Children Checks and Criminal Record Checks are conducted as required by law for positions that will have unsupervised access to young people and as required by the gender centre's funding body.

### **PROBATIONAL PERIOD**

It is the policy of The Gender Centre Inc that all new employees undertake a three month probation period.

### **PROOF OF IDENTITY:**

The Gender Centre requires all applicants to bring proof of identity to their interview. ***Proof of identity must include one of the following: Current drivers licence , Birth Certificate, Citizenship Certificate or Passport.*** Do not send originals with your application.

### **CULTURAL DIVERSITY, EEO, ETHICAL PRACTICE AND OH&S**

The Gender Centre is committed to the principles of cultural diversity, equal employment opportunity (EEO), ethical practice and occupational health & safety (OH&S).

In accepting a position with The Gender Centre the new employee will "agree to support the core values of The Gender centre which include cultural diversity, equity and ethical practice and a healthy, safe and fair workplace".

New employees will also receive appropriate mandatory training on the above principles and will receive regular refresher training particularly in those areas which relate closely to their responsibilities.

### **POST SELECTION FEEDBACK / NOTIFICATION:**

You will be advised of the result of your application after the selection process is completed, normally within one to two weeks of interviews being conducted. If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview. If your application is successful a representative of The Gender Centre will contact you and offer the position to you.

### **LATE APPLICATIONS:**

Late applications are not considered so please ensure your application reaches us by the closing date

*"Thank you for applying for this position and we wish you well for the future"*

*Equal Employment Opportunity and appointment on merit are The Gender Centre's Policy*