**North Australian Aboriginal Family Legal Service**

ABN 94 099 016 613 | ICN 4641

# POSITION DESCRIPTION

**Trauma Informed Counsellor**

**NORTH AUSTRALIAN ABORIGINAL FAMILY LEGAL SERVICE – ABORIGINAL CORPORATION**

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| Position Title: | Trauma Informed Counsellor |
| Location: | Darwin |
| Salary: | NT SACS Award  Salary packaging is offered. |
| Contact Officer: | Natalie Maher |
| Responsible to: | Practice Manager |
| Closing Date: | 14 July 2017 |

Submitting your application

Your application must be received no later than 4.00pm on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Practice Manager to submit your application after the closing date. Applications must include a copy of your resume / curriculum vitae and a document addressing both the Position Specific and Generic Selection Criteria.

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| **E-mail Address** | [nmaher@naafls.com.au](mailto:nmaher@naafls.com.au) |
| **Postal Address** | PO Box 43104  Casuarina NT 0811 |
| **Hand Delivery Address** | 32 Dripstone Road  Casuarina NT 0810 |
| **Phone enquiries** | (08) 8923 8200 |
| **Facsimile** | (08) 8927 5942 |

**North Australian Aboriginal Family Legal Service (NAAFLS)**

NAAFLS is a government funded Aboriginal organisation and NACLC accredited community legal service. We provide professional, comprehensive and culturally safe assistance and advice to Aboriginal and Torres Strait Islander people living in remote Top End communities, and in particular, those who have been exposed to domestic and family violence and sexual assault.

NAAFLS is based in Darwin and Katherine and provides an outreach visiting service to 44 Communities in the Top End, including Wadeye, Borroloola, Lajamanu, Kalkarindji, Maningrida, Nhulunbuy, Galiwinku, Milikapiti, Wurrumiyanga, Pirlangimpi, Angurugu, Alyangula, Numbulwar, Milyakburra, Jabiru, Oenpelli, Nauiyu, Yarralin, Timber Creek, Amanbidji, Ngukurr, Minyerri, Barunga, Beswick, Belyuen, Adelaide River and Pine Creek.

The primary focus of NAAFLS is to provide culturally appropriate assistance to Aboriginal and Torres Strait Islander adults and children who are victims of domestic and family violence, including sexual abuse. NAAFLS works in accordance to the Family Violence Prevention Legal Services “Operational Framework”. Services available to clients include:

1. Legal advice and casework assistance in areas relating to domestic and family violence, care and protection of children, victims of crime compensation, family law, wills, superannuation, housing and debt management.
2. Information support and referral services.
3. Community legal education.
4. Prevention of family violence initiatives.
5. Law reform.
6. Trauma informed counselling.

NAAFLS is seeking an enthusiastic and self-motivated person to join a challenging work environment. You will deal with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives.

# SELECTION CRITERIA

**Position Specific Selection Criteria**

1. Appropriate undergraduate tertiary qualifications in the social or behavioural sciences.
2. Demonstrated experience, and theoretical knowledge of crisis and trauma counselling clients in a variety of settings, for example individuals, couples, children, young people, families and groups.
3. Demonstrated skills and experience in working within a case management model, including capacity to manage complex case needs while balancing time constraints.
4. Knowledge and application of relevant legislation and regulations relating to trauma counselling.
5. Demonstrated competency in computer use (Microsoft Office, email, and ability to learn new programs).
6. Highly developed interpersonal and communication skills, both written and verbal.
7. Ability to work with diverse groups such as young people, people with intellectual disability, Aboriginal people, Torres Strait Islanders, and people from different socio economic backgrounds.
8. Ability to work as a team member.

# KEY RESPONSIBILITES:

# Program Specific Responsibilities

1. Apply theoretical knowledge of trauma and/or crisis interventions in the provision of counselling demonstrating an ability to assess for and manage trauma appropriately.
2. Provide individual and family counselling services including administering client appointments, conduct client assessment and intake of client needs.
3. Participate in advocacy activities on behalf of the Client group.
4. Appropriate use of brokerage funds to ensure individuals and families have access to specialist services not provided by the program, including referral of clients to external therapeutic services as necessary.
5. Implement a case management approach in the provision of service to the target group.