

# Coordinator Forensic Therapeutic Program Position Description

<b>Position Title:</b>	<b>Coordinator – Forensic Therapeutic Program</b>
<b>Position reports to:</b>	Senior Practitioner – Forensic Therapeutic Program
<b>Hours per fortnight:</b>	60.8 hours (0.8FTE) per fortnight
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010
<b>Salary:</b>	SCHADS Level 6.3
<b>Location:</b>	Hobart, Tasmania

## About SASS

The Sexual Assault Support Service (SASS) is a not-for-profit organisation committed to creating a healthy, safe Tasmania free from sexual violence.

SASS services include specialised therapeutic support for survivors of sexual violence and their supporters, as well as primary prevention education and training for organisations, institutions, and communities. Together, we are building a future where respect and safety are at the centre of every Tasmanian community.

SASS is funded by the Tasmanian Department of Premier and Cabinet (DPAC), the Tasmanian Department of Education, Children and Young People (DECYP) and the Australian Department of Social Services (DSS).

SASS is a values-based organisation, and these values listed below underpin the way we work:

- client-focus
- sincerity
- collaboration
- professionalism

As an employee of SASS, we will expect you and all staff to be committed to:

- Safeguarding children and young people. You will be required to adhere to the standards set out in our Safeguarding Children and Young People Policy with respect to keeping children and young people safe from any form of abuse.
- Maintaining a safe and healthy work environment by working safely and adhering to all relevant policies and procedures.
- Actively engaging with regular internal and/or external supervision and professional development.
- Demonstrating professional workplace behaviours at all times in accordance with SASS's Code of Conduct and consistently adhering to organisational policies, procedures, standards and practices.

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## About the role

The Coordinator – Forensic Therapeutic Program is responsible for:

- Managing referrals:
  - Reviewing, assessing and triaging incoming referrals to the program
  - Conducting referral follow-up where necessary
  - Managing situations of client ineligibility to program, including liaising with the client regarding this
- Coordinating waitlist processes:
  - Planning and coordinating overall and individual waitlist management approaches for incoming referrals
  - Facilitating brief intervention sessions for eligible clients
  - Reviewing waitlist processes in collaboration with Senior Practitioner
- Coordinating allocations:
  - Managing regular Referral and Allocation meetings with the Senior Practitioner
  - Delegating induction and waitlist management tasks, and making allocations to clinicians – taking into account caseloads
- Coordinating program meetings including setting the agenda, taking minutes and ensuring actions are followed up (or delegating within the team to do this);
- Supporting the Senior Practitioner with tasks such as attendance at external stakeholder meetings, planning and attending health expositions, creating and reviewing program documentation and completing regular funding reports;
- Supporting the Senior Practitioner to provide ad hoc/informal supervision and mentoring to Therapeutic Specialists working within the program (note this is not as the formal line supervisor);
- Supporting a case load of clients involving an average of one client appointment per working day
- Be responsible for managing your own diary, including scheduling appointments and travel to and from the prison
- Participating with other SASS staff members in providing a professional, flexible and responsive team environment;
- Attend regular clinical supervision, maintain professional development, and contribute to the various SASS programs within a continuous quality improvement framework; and
- Other tasks that may be required as per the direction of Senior Practitioner, Management team or CEO.

## Level of responsibility

The Coordinator - Forensic Therapeutic Program will:

- Work under the direction of the Senior Practitioner - Forensic Therapeutic Program;
- Support Therapeutic Specialists within the Forensic Therapeutic Program through informal supervision, ad hoc support and debriefing;
- Work as a collaborative member of the broader SASS team;
- Exercise initiative and sound judgement in setting priorities, planning and managing their workload;

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- Adhere to all SASS policies and procedures, including the Code of Conduct; and
- Exercise initiative and sound judgment where procedures are not clearly defined;
- Raise issues or concerns with a Senior Practitioner or General Manager – Counselling Services as soon as practicable; and
- Actively engage with own professional development – including participating in regular case reviews of own cases, professional development activities and clinical supervision.

## Qualifications, Training and Experience

### Essential

- Degree in counselling, psychology, social work or similar with eligibility for membership of the relevant professional associations (AHPRA, ACA, AASW or PACFA).
- Have a minimum of two years professional experience working in a counselling/therapeutic setting and/or experience working with victim-survivors of sexual harm and have an understanding of associated concerns and presentations.
- Experience in intake processes, triaging referrals and allocating and coordinating caseloads.
- Have experience working with forensic populations, or a strong interest in developing skills in this area
- A sound understanding of relevant mandated reporting and risk response legislation
- Current drivers license
- Willing to obtain a National Police Check
- Working With Vulnerable People Registration
- Computer literacy

### Desirable

- Relevant post-graduate qualification
- Knowledge of or experience in working in correctional settings
- Experience in supervising and/or mentoring therapeutic staff
- Training/experience in working with Aboriginal and Torres Strait Islander people; people with disabilities; members of CALD communities; and/or male clients

## Selection Criteria

The following knowledge, skills, and experience are required for the position of Coordinator:

1. Knowledge and understanding of issues relating to sexual harm and how they may impact on victim-survivorss lives, as well as community attitudes about sexual assault and harm.
2. Knowledge and experience of relevant assessment, case management and therapeutic approaches including responses to trauma
3. Demonstrated case management skills, such as identifying and processing appropriate referrals, liaising with stakeholders and advocating for clients.
4. Capacity and willingness to work effectively and contribute positively within a multi-disciplinary team and to be flexible and adaptable in order to meet the organisation's needs.
5. Ability to work autonomously and exercise initiative and integrity in their relationships with clients, colleagues, leadership, and external stakeholders.
6. Knowledge and understanding of frameworks of ethical practice; confidentiality; the requirements of mandatory reporting; and relevant state and national laws.
7. Well-developed written and verbal communication skills including report writing skills.
8. Knowledge and experience in mentoring team members, such as orienting new team members, capacity building, debriefing and/or informal supervision.
9. Demonstrated ability to apply computing concepts in programs including Microsoft Office, Excel and Outlook (for use of email), the internet and other IT software.
10. Demonstrated skills in collaboration, time management, and priority setting skills along with the capacity to achieve outcomes in an environment where there are multiple demands and complex tasks .