

POSITION DESCRIPTION

JOB TITLE	Counsellor – Sexual Assault Support
STATUS	Full-time or Part-time
LOCATION	Burnie
DATE	November 2025
REPORTS TO	Senior Counsellor
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010, Level 6.1 to 6.3 (depending on experience)

ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault, and for children and young people who use harmful sexual behaviours. We also develop and deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport and Burnie and through outreach locations across the North and North West Tasmania. Laurel House is partnering with the Tasmanian Government in the delivery of the North and North West Arch centres (multidisciplinary centres) for victim-survivors of sexual harm. Laurel House delivers the specialist programs for children and young people who have displayed harmful sexual behaviours in North and North West Tasmania. Our team also provides community education programs focused on the prevention of sexual harm and on supporting parents, carers and service providers to better respond to disclosures of sexual violence. Laurel House is funded by the Australian Government to specifically build capacity of the workforce who support victim-survivors with disabilities to recognise and respond to disclosures of sexual harm, and to assist people with disabilities to understand their rights and responsibilities within relationships. Laurel House is a child safe organisation committed to upholding the rights of children and young people, and amplifying their voices.

PURPOSE OF THE ROLE

As a skilled and valued member of the Laurel House team and reporting to the Senior Counsellor in the region, this position is expected to provide a high standard of trauma-informed clinical practice working with victim-survivors of sexual assault and children and young people with harmful sexual behaviour, while observing professional standards, legislation, and confidentiality. This role requires workers to provide intake, counselling and crisis support across Laurel House sites, outreach locations and the co-located multidisciplinary Arch centres.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Provide confidential, client focused face-to-face and telephone counselling and support for adults, young people, children and non-offending family members and their support people who are affected by sexual violence.
- Monitor client progress against goals and positive outcomes that they have identified, and tailor a response to individual victim-survivors considering their diverse characteristics, attributes and experiences, and their preferences and perspectives.
- Provide culturally sensitive, trauma-informed intake and assessments along with providing

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information regarding Laurel House's services, supports, options, referrals and waiting lists.

- Work collaboratively with other organisations to ensure that clients have access to the support they need and to minimise the impact of sexual harm.
- Respond to the needs of clients who have experienced a recent sexual assault by supporting victim-survivors through legal and medical processes (attend court and forensic medical examinations as required).
- Undertake urgent risk assessments and to ensure the safety of victim-survivors and other people including children and young people using harmful sexual behaviours and their peers.
- Undertake brief counselling to support victim-survivors during periods of distress
- Update and maintain client records and files according to Laurel House policy and prepare court reports and provide credible witness when required.
- Contribute to the planning, implementation and evaluation of Laurel House's counselling and education programs.
- Participate in outreach and early intervention and prevention educational programs.
- Listen to and advocate for the needs of clients within Laurel House and promote the voices and resilience of victim-survivors more broadly within the service system.
- Work as part of the larger Laurel House team attending team meetings and staff training as required.
- Actively participate in organisational quality improvement initiatives.
- Act ethically towards all clients, especially children and ensure at all times that the safety and wellbeing of children is protected.
- Other duties/projects as directed by the Senior Counsellors or Therapeutic Services Manager.

PERSONAL QUALITIES AND ATTRIBUTES

- Approachable, empathetic, and committed to supporting clients with respect and sensitivity.
- Demonstrated commitment to ethical practice, professional boundaries, and confidentiality.
- High level of emotional intelligence and interpersonal skills.
- Willingness to learn and develop within a trauma-informed, intersectional, feminist, and child-safe framework.
- Strong capacity for self-reflection and openness to feedback, supervision, and ongoing professional learning.
- Ability to work collaboratively as part of a supportive multidisciplinary team.
- Demonstrated reliability, flexibility, and capacity to adapt to changing priorities.
- Emerging ability to apply sound judgement and clinical reasoning under supervision.
- Motivation to build skills and confidence toward independent professional practice.

SELECTION CRITERIA

The nominated position objectives and duties contained in this position description must also be used to assist in the interpretation of these selection criteria.

Essential Criteria

1. Demonstrated experience working with clients (adults, children and young people) in the delivery of evidence-based trauma-informed counselling and crisis support.
2. Demonstrated knowledge of the impacts and dynamics of sexual assault and violence with

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the ability to incorporate a trauma-informed framework into interventions with people of all ages, their caregivers, and in the delivery of community education in relation to sexual violence.

3. Highly developed interpersonal and communication skills, both written and verbal, with experience in the preparation of confidential client records and formal reports.
4. Ability to quickly acquire working knowledge of Tasmanian and Federal legislation/ regulation and national quality standards pertaining to sexual assault, family violence, child safety and wellbeing and related legislation.
5. Demonstrated personal commitment to continuous quality improvement, professional learning, and reflective practice of self and team.
6. Demonstrated ability to work ethically and autonomously and contribute as a member of the team.

Desirable Criteria

1. Experience working with children and young people who use harmful sexual behaviour.
2. Experience working with diverse communities or lived experience of diversity including Aboriginal and Torres Strait Islander, LGBTQIA+, migrant, culturally and linguistically diverse and people with disability.
3. Experience delivering training to young people and adult learners.
4. Understanding of sexual assault through an intersectional approach that considers where gender and other inequalities/oppressions produce unique experiences of violence.

OTHER POSITION REQUIREMENTS

- Bachelor's degree in psychology, social work, counselling, or equivalent qualification, or occupational therapy with mental health accreditation.
- A minimum of three years practice experience.
- If psychologist or occupational therapist, registration with AHPRA. If social worker or counsellor eligibility for membership of relevant professional association.
- Current drivers' licence.
- Must hold Australian citizenship, be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- A current Working with Vulnerable People Card.
- A satisfactory National Police Certificate.
- Participation on the after-hours roster in accordance with organisational needs.
- Some intrastate travel will be required to fulfil the duties of the role.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks as requested by your supervisor and as necessitated by the development of this role and the development of the business.

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LAUREL HOUSE'S COMMITMENT TO DIVERSITY

Laure House values the expertise, lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, LGBTIQ+, migrant, culturally and linguistically diverse, and people with disability. Applicants from these groups are strongly encouraged to apply, as are people with parenting or caring responsibilities.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Laurel House has zero tolerance for child abuse and has systems to protect children and young people from abuse. We take all allegations and concerns very seriously and respond to them consistently in line with our policies and procedures. We actively work to listen to and empower children and to providing an inclusive and safe environment for all children and young people. In particular, we are committed to promoting cultural safety and to ensuring that the diverse needs of children and young people are met.

POSITION DESCRIPTION APPROVAL

Kathryn Fordyce
Chief Executive Officer
Date: December 2025

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ADDENDUM – Arch – Sexual Harm Coordinated Support

The Arch is a multidisciplinary, survivor-centred, integrated response to sexual harm. It brings together key services under one roof to offer coordinated, trauma-informed, and victim-centred support for people affected by sexual violence. Arch is intended for individuals who may benefit from engagement with two or more service providers within the centre.

Services present at the Arch include:

- Laurel House – Sexual Assault Support Counsellors
- Tasmania Police – Sex Crimes Unit (not in uniform)
- Family Violence Counselling and Support Service – Family Violence Workers
- Strong Families Safe Kids Advice and Referral Line – Child Safety and Wellbeing Workers
- Child Safety Service – Child Safety Officers

As an Arch partner, Laurel House provides specialist sexual violence services to victim-survivors including:

- Trauma informed and evidence-based counselling and crisis support.
- Services that prioritise the safety and wellbeing of children, young people and adults affected by sexual violence.
- Collaborative case management, case planning, care review and exit planning, and advocacy, practical support, information and referrals to meet client needs and circumstances.
- Working collaboratively with Arch partners, key referral agencies and relevant services to support individually tailored responses for victim-survivors, which are relevant to their needs and circumstances.

Laurel House staff work collectively with Arch partners to support seamless, coordinated responses for all victim-survivors of sexual harm in Tasmania. This includes contributing to integrated case discussions, shared planning processes (within consent and confidentiality parameters), and supporting each person's individual pathway to healing, recovery and, where chosen, justice.

Laurel House employees based at the Arch remain firmly connected to, and guided by, Laurel House's identity, values, and service model. At the same time, Laurel House staff are deeply committed to the collaborative ways of working that underpin the Arch. This includes:

- Working within Arch policies, procedures, protocols and processes—including data collection, and working within a collaborative case-management framework – while upholding Laurel House's standards, ethical frameworks and trauma-informed practice.
- Contributing to constructive, respectful cross-agency collaboration that enhances service integration and strengthens outcomes for victim-survivors.
- Actively build information sharing capability across partner organisations within the constraints of victim-survivor choice and confidentiality.
- Committing to and actively engaging in continuous improvement efforts across collaborative service delivery and systems change.

For more information on the Arch, please refer to <https://arch.tas.gov.au>