



## Position Description: Grampians Health Justice Partnership Financial Counsellor

### Position Details

<b>Position Title</b>	Financial Counsellor	<b>Location</b>	Grampians Community Health, Stawell Campus.
<b>Terms of Employment</b>	Part-time fixed term position up until June 2020	<b>Hours</b>	up to .4 EFT
<b>Reports to</b>	Centre Manager	<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker Level 4-5 dependant on experience. All conditions are in accord with the award and the current Community Legal Centres Multi Business Agreement.

### Context

#### Grampians Health Justice Partnership

The Grampians Health Justice Partnership has been established through a grant provided by the Department of Justice and Regulation of Victoria in support of Health Justice Partnerships. The project's objective is to provide an integrated legal, financial and health service for people in the Grampians Region.

This partnership will reduce the impact of legal and financial issues on the health and well-being of vulnerable people by providing timely identification and response to their legal and financial needs, through increasing the capacity of our agencies and by raising the awareness amongst community of the services available to them.

The HJP provides for a part-time lawyer and a part-time financial counsellor to be embedded within the people and community support teams at Grampians Community Health (GCH), in particular working alongside the Homelessness and Family Violence Team.

This innovative model brings legal and financial support within a health service, to ensure the most vulnerable people have access to legal and financial help when they need it most.

Skills for personal budgeting, debt management and saving can help clients avoid the consequences of bankruptcy and adverse interactions with debtors. Financial counselling is seen as a critical adjunct to the provision of legal services as part of this HJP.

This HJP will enable the respective professions to work together to improve the holistic health of clients. This model not only helps individuals but alleviates strain on the healthcare and legal systems.

### Ballarat & Grampians Community Legal Service

BGCLS is a not-for-profit community based organisation funded by both the State and Federal governments to conduct activities for the legal benefit of people in our region. As a part of these activities, BGCLS works within groups of the community to provide community legal education in order to proactively assist people in informing themselves of legal issues that may have an impact on those people at some time in the present or future.

### Grampians Community Health

GCH is a public and charitable, NFP company registered under the Health Services Act and ASIC and ACNC, holding DGR status. Established in 1985, GCH has expanded from a small counselling/community development service to a combined team of 150 plus staff and an active volunteer team of 95 people. GCH provides a breadth of primary health, therapeutic and community support services within the Central Grampians and Wimmera regions, with a mix of outreach and site based services in Horsham, Stawell, St Arnaud, Warracknabeal and Ararat. Funding bodies include state/commonwealth governments, WestVic PHN, and philanthropic trusts, amongst others

### **Position Description**

The position will be based at Grampians Community Health Stawell Campus. This position reports to Centre Manager of BGCLS, however must adhere to Policy and Procedure and work practices of GCH.

#### **Advice, Case Work and Service Development**

- Advocate and negotiate solutions for clients with debts, fines or contract matters
- Negotiate sustainable payment plans
- Provide information/options and implications for those options to clients in relation to their financial situation
- Assist clients to develop skills and strategies to understand and address their ongoing financial issues
- Simple budgeting
- Ensure eligible clients are receiving appropriate concessions
- Develop appropriate case plans for clients to assist them with achievement of financial and other goals
- Collaboratively case management clients with the HJP Lawyer and GCH allied health professionals
- Attend case management meetings if appropriate;
- Adhere to confidentiality and privacy principles.

### **General**

- Undertake appropriate training/professional development
- Ensure compliance with Policies and Procedures of the BGCLS and GCH;
- Attend planning meetings and supervision meetings with BGCLS;
- Attend staff meetings at GCH and other team meetings as required;
- Maintain a teamwork approach at all times;
- Other duties as directed by the Centre Manger
- Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
- A National Police Check and Working with Children Check (if required) will be required prior to commencement of employment

### **Community Development and Partnerships**

- Participate in promotional activities as required
- Develop and strengthen networks, engaging the support and involvement from a range of individuals and organisations e.g. court staff, legal practitioners and community agencies

### **Administration & Accountability**

- Participate in relevant evaluation and reporting activities;
- Other duties as may be required from time to time by the Centre Manager
- Provide monthly written reports as required by the Centre Manager;
- Attend to all administrative tasks associated with the conduct of files in accordance with the policies and procedures of BGCLS.

### **Key Selection Criteria**

#### **Prerequisite**

- Diploma of Financial Counselling
- Willing to provide a Police Record and Working with Children Check;

#### **Essential**

- Demonstrated ability to work within a financial counselling framework and deliver financial counselling services;
- Good understanding of consumer rights and relevant legislation as it relates to financial counselling;
- A solid understanding of the ethical responsibilities of confidentiality and case management;
- Previous experience in community service work or case management;
- Demonstrated experience in working with vulnerable people and understanding of the key issues that impact on people's health and wellbeing;
- Ability to communicate effectively with a diverse range of stakeholders including clients, health care professionals and community groups;
- Commitment to social justice;
- Demonstrated capacity to work in and support a cohesive team environment;
- Knowledge of working and operating within organisational policies and procedures;
- Drivers Licence and access to a vehicle.

## Conditions of Employment and other relevant information

- BGCLS & GCH strongly supports Equal Opportunity and Access to Services, and requires all staff working from our sites to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- Salary sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status, additional packaging may be a viable for rural employment.
- BGCLS and GCH are White Ribbon Accredited Workplaces. White Ribbon Workplaces are Centres of respect and proactivity in relation to the safety of women in the workplace. Staff members are expected to be committed to addressing men's violence against women whether inside or outside of the workplace
- Salary sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status, additional packaging may be a viable for rural employment.
- This position may provide for additional EFT within GCH, providing the opportunity for a secondary salary packaging allowance.

## Application Process

Candidates must email in PDF form the following:

- A covering letter, no longer than one page;
- A document which addresses the key selection criteria set out above;
- A resume which includes 3 professional referees
- Applications must address the Key Selection Criteria or they will not be considered.

All applications should be addressed to:

Lisa Buckland- Manager  
Applications can be emailed to  
[recruitment@bgcls.org.au](mailto:recruitment@bgcls.org.au)

Close date: Friday 3<sup>rd</sup> May, 2019