



## **JOB DESCRIPTION**

### **Financial Counsellor**

Location	Alice Springs
Position Status	Full-time
Hours of work	8.30am – 5pm Monday to Friday
Duration	The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding.
Other conditions	Due to the nature and requirements of this role, applicants are required to be female.

#### **Salary and Conditions**

- A competitive salary is offered depending on relevant qualifications and experience.
- Salary will be in accordance with SCHCADS Award level 5 or 6 depending on relevant qualifications and experience.
- Generous salary sacrificing is available. The Employer pays superannuation at 10%, 4 weeks annual leave plus 2 weeks well-being leave.
- 10 days personal leave + other leave as per National Employment Standards
- Relocation expenses are available for interstate candidates as per CAWLS policy.

#### **Accountability**

- The position reports to the Practice Manager.
- Employment is subject to the completion of a six month probationary period, which may be extended.
- The employee will be subject to an annual performance review linked to objectives set out for the position.

#### **Our Values**

**Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable**

#### **Agency Overview**

Central Australian Womens Legal Service delivers a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal and other inter-connected matters; providing legal assistance and other specialised support services for those affected by domestic violence.

Our objectives are:

- To provide free and confidential legal and financial counselling assistance;
- To increase legal & financial literacy and understanding through the provision of education;
- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;
- To advocate for law and policy reform seeking changes beneficial to our clients.

**CAWLS is funded by the Commonwealth Attorney-General's Department, the National Indigenous Australians Agency and the Northern Territory Government.**

## **Position Overview**

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The primary objectives of the role are;

- To provide financial counselling information, advice and assistance to CAWLS clients as part of an integrated, holistic and client-focused service;
- To refer clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and governments;
- To be a part of our reflective community of practice, working closely with the rest of the team to ensure improvement in our service to the community;
- To assist CAWLS to fulfil all obligations pursuant to funding agreements ensuring the service is compliant with all regulatory bodies.

## **Key Duties**

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### Key Responsibilities

- Provide high level financial counselling assistance to CAWLS clients with particular focus on women experiencing domestic and family violence.
- Assist clients to resolve their personal financial difficulties and access other sources of support and assistance including internal referrals within the legal service.
- Participate in interagency networks and build/maintain relationships with referring agencies, key organisations, community leaders and local people relevant to the area.
- Maintain strong professional links and cooperation with local and national financial counselling peak bodies and relevant regulators.
- Develop and facilitate Financial Literacy workshops for women on various topics.
- Work with other staff to identify gaps, priorities and emerging needs in community information and education related to money and financial issues, and co-deliver programs and initiatives which respond to those needs.
- Participate in identifying law reform priorities relating to money and financial issues, and participate in strategies to address these.
- Undertake Outreach including travel to Tennant Creek and remote communities to provide financial counselling advice to women. Video technology can also being utilised in this space when available.

### Administration

- Maintain effective collection of relevant data and statistics, file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies of the service.
- Assist the Management team to prepare service delivery plans and other plans and strategies as needed.
- Assist the Management team to prepare reports to funding agencies by maintaining statistics and other records as required.

### General

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position.
- Participate in regular staff and supervision meetings and annual performance appraisal.
- Monitor and evaluate areas of responsibility in line with performance review and the Centre's organisational planning and provide written reports as requested.
- Maintain a teamwork approach at all times.

- Other relevant duties as directed.

### **Selection criteria**

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#### Essential:

- Current professional qualification as a financial counsellor eligible to practice in the Northern Territory, and relevant professional experience in this or a closely related field.
- Established interpersonal communication skills, including communicating with clients with empathy and reflecting constructively on CAWLS practice with others.
- Sound written skills, including the ability to explain complicated financial terminology in plain language. Sound organisational skills and ability to manage workload, competing demands, meet deadlines and to work effectively as part of a team.
- Understanding and commitment to principles of social justice and understanding of domestic and family violence as it affects women.
- Understanding of economic and social issues affecting women in the Northern Territory, particularly Central Australia and the Barkly regions.
- Personal resilience, adaptability and ability to meet the challenges of remote service delivery
- Current NT Driver's License, NT Ochre Card & Criminal History check (or the ability to obtain).

#### Desirable:

- Experience in a community based organisation in a remote setting.
- Experience in developing and delivering financial education programs.
- Experience working with people from culturally and linguistically diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.
- Manual driver's license.

### **Information for Applicants**

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All CAWLS staff and volunteers are required to:

- Support and demonstrate CAWLS values and ethics
- Act at all times in accordance with CAWLS Code of Conduct , confidentiality agreement and policies
- Comply with CAWLS Work Health Safety Policies and practices
- Support a child safe organisation, undertake a police check prior to commencement and hold a current NT ochre card at all times

The application should include a cover letter, an address to the selection criteria, a resume/CV, and two referees.

The application is to be submitted to [recruitment@cawls.org.au](mailto:recruitment@cawls.org.au) using the subject line: 'Financial Counsellor'.

For more information contact Alice de Brenni, Business Manager on 89524055 or [recruitment@cawls.org.au](mailto:recruitment@cawls.org.au)