**Position Description**

**Job Details**

**Title:**  Financial Counsellor

**Terms of Employment:** Part time, Ongoing

**Hours:** 4 day or 5 days per week

**Reporting to:** Head of Financial Wellbeing

**Position supervises:** Students and Volunteers (on occasion)

**Location: Dandenong, Pakenham, Cranbourne** and any other SECL site as required

**Salary:** Employment in accordance with SCHADS Award Level 4 or 5 based on qualifications and experience.

**About** **South East Community Links**

SECL imagines a world where everyone is valued, and systems operates fairly. We are on a mission to challenge the status quo and create a society where everyone’s contributions are not only recognised but celebrated. We are tearing down those systemic barriers that stand in the way of equal opportunities, especially for migrants, refugees, women, and young people. We are taking action to deliver better social and economic outcomes for the people in our diverse communities. We are all about co-creating opportunities where individuals, regardless of their gender, race, sexual orientation, class and ability can unleash their full potential. Diversity is a strength and by embracing it, we can create a vibrant and inclusive community for everyone.

**How you’ll fit into the bigger picture**

We are currently looking for a **Financial Counsellor** to join our Financial Wellbeing Team on a part time basis, working 4 days a week, but would consider full time also This is an exciting opportunity to join a dynamic, inclusive, and experienced financial counselling team. At SECL, we pride ourselves on delivery of holistic, quality financial counselling and advocacy with people in the South Eastern region of Melbourne. If you are passionate about financial counselling and calling out unfair systems while in working with one of Australia’s most diverse communities, then this job is for you!

The Financial Wellbeing team supports people in our diverse community who are experiencing financial hardship and barriers to navigating financial systems. Financial Counsellors work with community members to resolve financial difficulty and set financial goals through information, support, advocacy and referral while working with people towards financial stability and inclusion

We are committed to ensuring your success in this role, you will be supported by an experienced leadership team and provided with professional development opportunities

**Key Responsibilities**

* Undertake high quality intake and assessment, by phone and/or face to face, to provide initial financial counselling support, consultation and triage
* Completion of comprehensive assessments and financial counselling case work, utilising holistic, person centred and evidence-based service delivery frameworks while advocating for positive change.
* Supporting stakeholder relationships and working collaboratively for the benefit of the community we work with.
* Applying a disciplined approach to data entry in line with SECL guidelines and ensuring privacy and confidentiality compliance.
* Facilitating a culturally safe and innovative work environment that values diversity and inclusion.
* Actively supporting the Financial Wellbeing Team to achieve strategic objectives established for the organisation, inclusive of, identifying and reporting emerging trends and unmet needs within front line service delivery
* Contribute to the achievement of SECL's Strategic Plan through organisational participation, enthusiasm for change projects and active support for service integration across programs and teams

**‘Does this sound like you?’, if ‘yes’, answer the Key Selection Criteria question below:**

* Hold (or be currently completing) the Diploma Financial Counselling and be a member of Financial Counselling Victoria (FCVic)
* Financial Counselling experience in the provision of intake, telephone triage, assessment and case work.
* Demonstrated strong ethos and skill in working as part of a team
* Demonstrated capacity to maintain timely and accurate records
* Excellent interpersonal, written and verbal communication, negotiation and advocacy skills
* Experience in working with women who have experienced family violence, and people with CALD backgrounds is an advantage
* Knowledge of contemporary practice frameworks and micro skills and a strong commitment to working in an integrated way with diverse communities
* Certificate of MARAM training completion is desirable

**What is in it for you**

* Join a leading community organisation, trusted, respected, and valued by the community and our stakeholders
* Contribute to a team that strongly believes in advocacy and social change
* Paid parental leave
* Additional leave during Christmas and Easter
* Salary packaging and leave loading
* Have fun with a passionate workforce that is diverse and inclusive

The successful candidate will be required to undertake Safety Screening checks prior to commencement of employment including a national police record check and valid Working with Children Check.

If you wish to apply for the role, send through your resume and cover letter expressing your interest in the role to Desiree Kisnorbo at [dkisnorbo@secl.org.au](mailto:dkisnorbo@secl.org.au). If you would like further information about the role, please contact Rachna Madaan Bowman at [rbowman@secl.org.au](mailto:rbowman@secl.org.au).

**SECL embraces diversity and equal opportunity. We know that getting this right underpins our organisation’s values of inclusion, equality, compassion, dignity and choice. Our team represents a variety of backgrounds, perspectives, and skills which reflect the multicultural communities where we work. We strive to be a place-based service where people of all ethnicities feel welcomed to work, volunteer or seek help.**