

POSITION DESCRIPTION



Bereavement Counsellor

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Bereavement Counsellor/
PROGRAM:	Support After Suicide
LOCATION:	Inner City Melbourne and Surrounding Suburbs
REPORTING RELATIONSHIPS:	This position reports directly to the Coordinator and General Manager, Support After Suicide
EFFECTIVE DATE:	June 2025

Position Purpose

- To provide counselling to individuals, couples and families for people bereaved by suicide, including children, young people and those most marginalised with a particular focus in the eastern metropolitan region of Melbourne.

- To facilitate support groups for people bereaved by suicide which may involve evening work.
- To build the capacity of the health, welfare and education sectors to more effectively respond to those bereaved by suicide by: providing secondary consultation, developing appropriate resources targeting the bereaved, as well as resources for professionals and the delivery of education and training programs and workshops.

Program Purpose

Support After Suicide is an initiative of Jesuit Social Services within the Programs, Participation and Pathways stream. Operating in metropolitan Melbourne and rural Victoria, the program provides counselling, group and online support to people bereaved by suicide.

Support After Suicide also facilitates information sessions for the community and provides education to professionals to increase the awareness of how to respond effectively and compassionately to the bereaved.

Duties of the position

- Provide counselling and facilitate support groups for individuals, couples, families and children who have been bereaved by suicide.
- Provide debriefing to professionals who contact the service after an agency-related suicide, e.g., death of a program participant.
- Participate in the delivery of information sessions to communities affected by suicide
- Participate in the delivery of education and training initiatives to those from the health, welfare and education sectors.
- Support the ongoing development of written and online resources for the bereaved and professionals.
- Participate in and support the development and implementation of an effective communication strategy with key stakeholders.
- Ensure the maintenance of appropriate files, records and statistics in order to ensure good practice and accountability.
- Fulfil and respond to the evaluation requirements of the project.
- Work closely with other Jesuit Social Services staff as required.

Key Selection Criteria (

1. Tertiary qualification and experience in social work/psychology field.
2. Appropriate organisational experience relevant to the context of bereavement, trauma and suicide
3. Appropriate counselling and group work experience, relevant to the context of bereavement and trauma is highly desirable.
4. Experience working with and providing appropriate interventions to high-risk children, young people and families.
5. Experience in the provision of secondary consultation to other service providers and professionals.

6. Experience in the delivery of education programs and workshops.
7. Ability to work independently and flexibly according to changing needs and demands, including occasional evening work and capacity to work in outreach locations.
8. Superior written and verbal communication skills to fulfil reporting and administrative requirements.

Key Performance Indicators (

- Delivery of timely and effective bereavement counselling and group support to people bereaved by suicide as part of the overall team.
- Timely entry of case notes and management of case files.
- Contribution to program development and involvement in additional program activities (e.g. Support After Suicide website, online communities and volunteer program).
- Effective working relationship with the Coordinator and General Manager of Support After Suicide to lead and foster a team culture that is professional, collegial and supportive.
- Participation in networks and forums relevant to the work of Support After Suicide particularly bereavement, suicide prevention and postvention.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

Louise Flynn

GM Support After Suicide

Position Description Review Date:

2 years from effective date