



## **APPLICANT INFORMATION**

Please read the following information carefully prior to making an application for the position of:

### **COURT CO-ORDINATOR** **Domestic Violence Court Support, Information and Advocacy Program**

Applicants **must** address all the key selection criteria (KSC) providing examples of their work experience and capacity to meet the KSC.

Applicants should provide their resume with the application.

Applications must be made electronically and in writing and be received by **11 pm on Sunday 17<sup>th</sup> September 2017**.

Applications should be emailed to: [admin@domesticviolence.com.au](mailto:admin@domesticviolence.com.au)

**Applications that do not address the selection criteria or are received after the closing date will not be considered for interview.**

If you have any questions about the position, please direct them to [admin@domesticviolence.com.au](mailto:admin@domesticviolence.com.au)

We will endeavour to respond within 24 hours during the working week.



## **COURT CO-ORDINATOR**

### **Domestic Violence Court Support, Information and Advocacy Program**

- PROGRAM:** Court Based Services (T321)
- LOCATIONS:** Primarily based at the Southport Magistrates Court, and in office at Southport. The Co-ordinator will be required to attend the Coolangatta Magistrates Court regularly.
- REPORTING:** This Position has a direct report to Domestic Violence Integrated Response Manager, Domestic Violence Prevention Centre.
- FUNDING:** The funding for this position is provided by the Department of Communities, Child Safety and Disability Services.
- HOURS OF WORK:** Full time (36.25 Hours per week) and overtime as per operational requirements.
- AWARD:** SCHADS
- CLASSIFICATION** Level 7 (Pay point dependant on incumbent's experience and qualifications)
- LEVEL:**
- IDENTIFIED POSITION:** Under section 25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be female.

#### **SALARY & CONDITIONS:**

The Salary is based on the current SCHADS award framework and is driven by the most recent Fair Work Australia legislation, with generous leave and salary sacrifice conditions.

As a non-profit organisation, we offer salary sacrificing and entertainment allowance fringe benefits. Participation in this is voluntary.

#### **SUPERVISION**

All employees are required to participate in the Staff Supervision and Professional Development Program which includes internal line supervision, external individual supervision, externally facilitated group supervision.

#### **PURPOSE OF THE ROLE:**

The purpose of the Domestic Violence Court Support, Information and Advocacy Program is to assist all women to navigate through the court system towards safer outcomes.

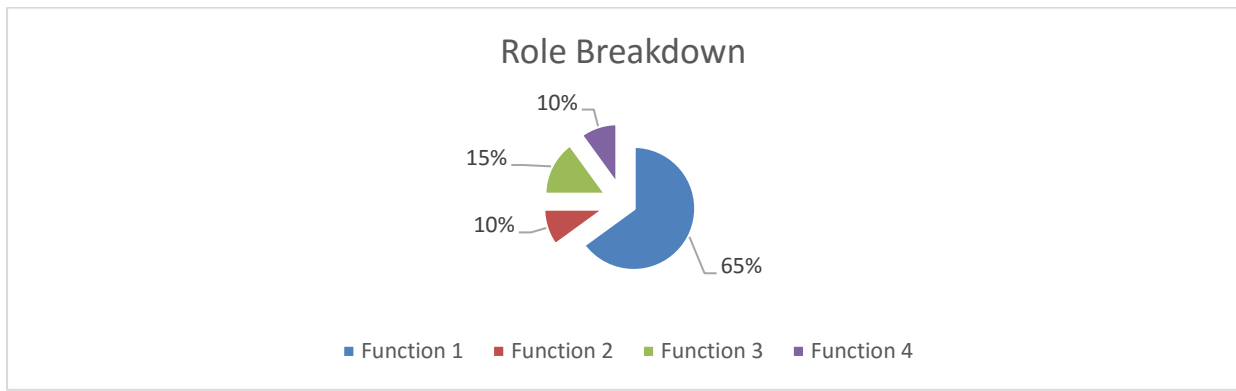
The role will provide direct line supervision to specialist practitioners who are working with women affected by domestic and family violence and engaged with the Specialist Domestic and Family

Violence Court at Southport, and Coolangatta Magistrates Court. The role will have decision making authority for the delegation of tasks and responsibilities, the direction of work and operations of the support room in both locations.

The Coordinator will be required to provide project management and oversight to the development of the DVPC Court service provision, including development of delivery of training, and implementation of governance mechanisms to enable measurement of outcome and impact.

Support will be delivered in accordance with the Service Agreement, the Investment Specifications relating to court based services (T321) and the internal processes and policies of DVPC.

### KEY ELEMENTS OF THE POSITION



#### **Function 1 - BE A RESOURCE AND AN ADVOCATE FOR WOMEN AND CHILDREN WHO HAVE EXPERIENCED DOMESTIC AND FAMILY VIOLENCE WHO ARE INVOLVED IN DOMESTIC VIOLENCE MATTERS IN COURT:**

- Inform and provide guidance to the risk and safety assessment of women who access the court.
- Provide information and active referrals to supports available within the broader community and service system.
- Coordinate crisis and high risk integrated responses to those women who have imminent safety and risk concerns
- Provide advocacy for and with women to achieve positive outcomes for them with other service providers and systems stakeholders.
- Build and maintain productive relationships with internal and external stakeholders.
- Utilise and maintain a comprehensive working understanding of the current Domestic & Family Protection Act and its implementation and the Child Protection Act.
- Provide specialist advice, carefully considered and timely decision making, in line with the principles and in a manner which maintains integrity of the specialist nature of DVPC's engagement in the courts

#### **Function 2 - LEAD THE DEVELOPMENT AND ONGOING OPERATIONS OF DVPC SPECIALIST PROGRAM WITHIN THE SOUTHPORT AND COOLANGATTA MAGISTRATES COURTS**

- Establish, maintain and review operational procedures, operating under limited direction.

- Undertake the establishment and coordination of key initiatives and provide solutions of emerging trends and issues, in a culture of innovation and continuous improvement.
- Design, develop and implement key projects to work innovatively to resolve emerging trends and issues affecting women seeking and gaining protection from the court.
- Represent DVPC GC Inc. in discussions and negotiations with court stakeholders and promote trust, respect and integrity through demonstration and understanding of different and competing views.
- Where necessary manage conflict, and negotiate outcomes that ensure compliance with the legislation, service agreements and organisational policy and practice and prioritise safety outcomes for women.

**Function 3 – PROVIDE SUPERVISION AND LEADERSHIP TO A SMALL TEAM OF SPECIALIST PRACTITIONERS WORKING WITHIN THE DVPC COURT TEAMS**

- Provide direct line supervision and development of team through strong leadership practices.
- Undertake practice supervision of DVPC court team members.
- Provide specialist and expert advice, direction and guidance to DVPC court team members.
- Ensure the work of the court team contributes to improved outcomes for women who connect with the service.

**Function 4 - CONTRIBUTE TO THE ONGOING DEVELOPMENT AND MAINTENANCE OF A STRONG TEAM AND ORGANISATIONAL CULTURE**

- Contribute to the development of a professional and supportive working environment for all staff.
- Act in accordance with Organisational Policies and legislative requirements.
- Participate in team and leadership meetings.
- Deliver and participate in training and professional and skills development activities including peer support.
- Participate in the ongoing development of policy, processes and other organisational development activities.
- Contribute to the leadership team in the operational decision making, strategic planning and human resources development of the agency.
- Contribute to data collection and evaluation processes to build an evidence base for the work of the program and the Organisation as a whole.
- Develop training and professional development resources and represent the Organisation at relevant sector and community events.
- Participate in the development of activities for Domestic & Family Violence Prevention Month, IWD and the 16 Days of Activism and other activities in the community and related events.

## **KEY SELECTION CRITERIA**

- KSC 1 Demonstrated experience in management and leadership positions, including the professional development and training of others.
- KSC 2 Demonstrated experience in identifying emerging trends and issues, implementing projects, programs or initiatives to improve outcomes for clients.
- KSC 3 Demonstrated knowledge of DFV response frameworks, risk assessment and safety frameworks appropriate for domestic and family violence responses.
- KSC 4 Knowledge of the complex issues affecting women and children who have experienced domestic and family violence and the intersection of these issues with the Child Protection system.
- KSC 5 Demonstrated high level negotiation skills and experience in conflict resolution.
- KSC 6 Professional and high-quality verbal and written communication skills.
- KSC 7 Understanding of culturally respectful practice and a demonstrated capacity to deliver responses to Aboriginal, Torres Strait islander and Culturally and Linguistically Diverse women and children in a culturally appropriate and capable manner.
- KSC 8 Knowledge and understanding of the gendered nature of domestic and family violence and a demonstrated understanding and commitment to Feminist Theory, principles and practice and/or Trauma informed practice.
- KSC 9 A demonstrated working knowledge of current legislation relevant to Domestic and Family Violence and Child Protection, including privacy, confidentiality and information sharing provisions.

## **MANDATORY EDUCATIONAL REQUIREMENTS**

- Bachelor qualifications in the human services or a relevant related field.

## **ADDITIONAL MANDATORY REQUIREMENTS:**

- Positive Notice – Blue Card or the capacity to acquire.
- Current Driver's Licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.