



## **APPLICANT INFORMATION**

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

**Women and Child Advocate**  
**Domestic and Family Violence Specialist Team**  
**Assessment & Service Connect Program**

Applications must be made in writing and emailed by 11 pm on Thursday 9<sup>th</sup> November 2017. Late applications will not be considered for interview.

Applications should be lodged to [info@domesticviolence.com.au](mailto:info@domesticviolence.com.au) Please include the position name in the subject line of the email. Do not lodge your applications on SEEK.

Applicants must address all the key selection criteria (KSC) providing examples of their work experience and capacity to meet the KSC. Applications that do not address the selection criteria will not be considered for interview.

Applicants should include their resume and a copy of a testamur of their qualifications with the application.

If you have any questions about the position, please direct them to [info@domesticviolence.com.au](mailto:info@domesticviolence.com.au) We will endeavour to respond within 24 hours during the working week.

**While this is not an identified Aboriginal and Torres Strait Islander position we strongly encourage Aboriginal and Torres Strait Islander women with skills and experience relevant and applicable to this position to apply.**



Domestic Violence  
Prevention Centre  
Gold Coast Inc.

## Assessment & Service Connect Program

### Domestic and Family Violence Specialist Team – Women and Child Advocate (embedded)

<b>PROGRAM:</b>	Assessment and Service Connect (T448)
<b>LOCATIONS:</b>	The worker will work from within the Nerang Child Safety Intake and Assessment Hub Service Centre, required to attend DVPC offices in Southport for training, professional development and supervision as required. The role may require some home visitation and out of office support with clients.
<b>REPORTING:</b>	This position has a direct report to the Co-ordinator - Domestic and Family Violence Specialist Team, Assessment and Service Connect.
<b>FUNDING:</b>	The funding for this position is provided by the Department of Communities, Child Safety and Disability Services.
<b>HOURS OF WORK:</b>	5 days per week (35 Hours per week) as per operational requirements.
<b>AWARD:</b>	SCHADS
<b>CLASSIFICATION LEVEL:</b>	Level 5 /6
<b>IDENTIFIED POSITION:</b>	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 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 Assessment and Service Connect (ASC) is to assist the child/ren and their family to receive the customised support and services they need to increase safety and decrease the likelihood of the child entering out-of-home care.

The role will provide support to women and children who have experienced domestic and family violence following a notification that child/ren may be in need of protection. With consent of the family, this may include co-responding to effectively engage with the child and their family; assessing whether a child is in need of protection; preventing future harm to children; and increasing safety, belonging and wellbeing through intervention.

It will provide advice and guidance to ASC partners to assist in planning and delivering an appropriate response to families where Domestic and Family Violence is occurring. It will also provide a response by providing supported referrals to relevant service agencies to meet needs of the individual.

Services and support will be delivered in accordance with the Service Agreement, the Investment Specifications relating to Assessment and Service Connect (T448) and the internal processes of DVPC.

### **KEY ELEMENTS OF THE POSITION**

#### **Function 1 – PROVIDE SPECIALIST ADVICE AND GUIDANCE TO ASC PARTNERS IN RELATION TO WOMEN AND CHILDREN WHO HAVE EXPERIENCED DOMESTIC AND FAMILY VIOLENCE:**

- Provide domestic and family violence specialist advice and guidance to ASC partners to assist and inform the determination of an appropriate response pathway and intervention strategies.
- Work collaboratively with a multidisciplinary team to consider the impact of engagement on the risk and safety of a victim and guide and inform appropriate engagement and responses based on this knowledge.
- Provide information about domestic and family violence to ASC partners including Child safety workers to raise awareness and increase understanding and knowledge levels in order to improve service responses to families.
- Utilise and maintain a comprehensive working understanding of the current Domestic & Family Protection Act and its implementation and the Child Protection Act.

#### **Function 2 - BE A RESOURCE AND AN ADVOCATE FOR WOMEN AND CHILDREN WHO HAVE EXPERIENCED DOMESTIC AND FAMILY VIOLENCE WHO ARE ENGAGED WITH THE ASC:**

- With consent, undertake direct engagement with women and children who have experienced domestic and family violence to assist in the appropriate assessment of risk and safety planning for women and children and responses to the perpetrator.
- Provide appropriate, respectful and timely responses to women to address identified need and risk and safety concerns while promoting self-determination and resilience.
- Connect and assist women and children experiencing domestic violence to access referral pathways including support to access safe accommodation and court support.
- Provide information and active referrals for women about supports available within the broader community and service system.
- Provide advocacy for and with women to achieve positive outcomes for them with service providers and systems stakeholders.

#### **Function 3 SUPPORT THE DEVELOPMENT AND ONGOING SUSTAINABILITY OF THE PROGRAM AND THE ORGANISATION**

- Maintain clear, concise, accurate client case notes and records using the Organisation's data collection tools.
- Collect performance data and prepare monthly report.
- Contribute to data collection and evaluation processes to build an evidence base for the work of the Organisation.
- Represent DVPC at relevant community activities and events.
- Where appropriate and possible, participate in activities for Domestic & Family Violence Prevention Month, IWD and the 16 Days of Activism and other activities in the community and related events.

#### **Function 4 - CONTRIBUTE TO 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 meetings.
- Participate in training and professional and skills development activities.
- Participate in the ongoing development of policy, processes and other organisational development activities.
- Provide and receive peer support as a part of the staff team.

#### **KEY SELECTION CRITERIA**

- KSC 1 Knowledge of the complex issues affecting women who have experienced domestic and family violence and the intersection of these issues with the Child Protection system.
- KSC 2 Demonstrated knowledge of risk assessment and safety frameworks appropriate for domestic and family violence responses and an understanding of Trauma informed practice.
- KSC 3 Experience in working in crisis services and ability to assess risk and develop appropriate responses including providing information, advocacy and referral, to address safety needs of women and children.
- KSC 4 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 5 Demonstrated professional and high-quality verbal and written skills with strong record keeping and administrative skills.
- KSC 6 Excellent administrative skills including record keeping and time management skills and ability to prioritise workloads.
- KSC 7 Demonstrated ability to develop and maintain strong networks and partnerships within the broader service system.
- KSC 8 Demonstrated capacity to work both independently and as part of a team.
- KSC 9 A working knowledge of current legislation relevant to the protection of victims of domestic and family violence and Child Protection or the ability to acquire knowledge.
- KSC 10 A commitment to Feminist Theory, principles and practice

#### **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.