



## **APPLICANT INFORMATION**

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

### **Woman's Advocate** **Women and Children Program**

4 days per week

6-month contract to be reviewed

Applications must be made in writing and emailed by 11 pm on Wednesday 17<sup>th</sup> January 2018. 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.**



## WOMAN'S ADVOCATE – WOMEN AND CHILDREN PROGRAM

<b>PROGRAM/S:</b>	Women's Counselling (T320 )
<b>LOCATIONS:</b>	The main office is located at Southport with potential to outreach to locations within the catchment area
<b>REPORTING:</b>	This Position has a direct report to the Manager - Women and Children's Program's
<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 ( 29 hours per week)
<b>AWARD:</b>	SCHADS
<b>CLASSIFICATION LEVEL:</b>	Level 5 (Pay point dependant on incumbent's experience and qualifications)
<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 are able to offer generous salary sacrificing and entertainment allowance fringe benefits. Participation in this is voluntary.

### **SUPERVISION**

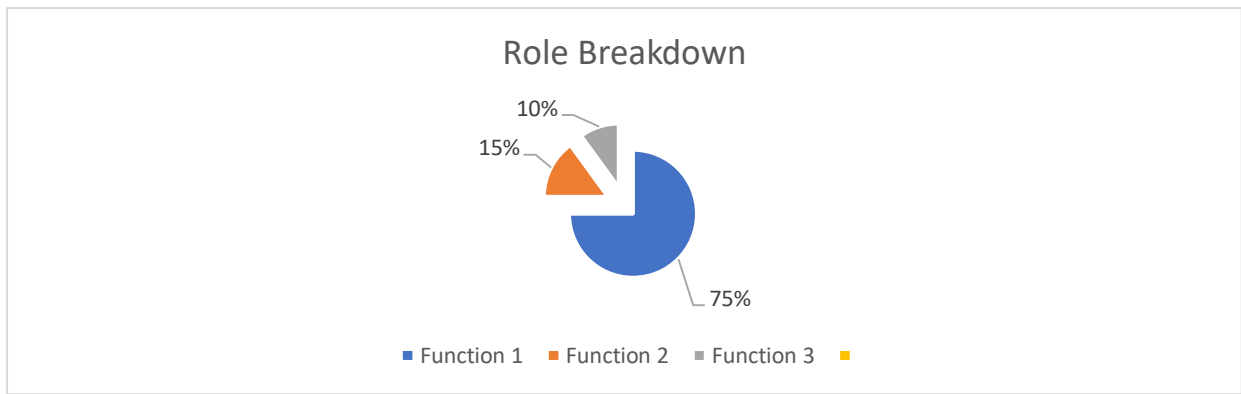
All Employees are required to participate in the Staff Supervision and Professional Development Program which includes internal line supervision, external individual supervision, externally facilitated group supervision.

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

The role will provide support to women who have experienced domestic and family violence who have contacted or are referred to the service, including assessing the risk and the safety of women who have experienced domestic and family violence. The role provides a response to risk safety and wellbeing through a crisis response, information, advocacy, telephone counselling, face to face counselling, Court support and referral to the services and agencies to meet needs.

Support will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Domestic Violence Counselling (T320) and Court Based Services (T321) and the internal processes of DVPC.

## KEY ELEMENTS OF THE POSITION



### **Function 1 – BE A RESOURCE AND AN ADVOCATE FOR WOMEN WHO HAVE EXPERIENCED DOMESTIC AND FAMILY VIOLENCE:**

- Undertake risk and safety assessment of women who have contacted the Program to determine appropriate response pathway.
- Provide appropriate, respectful and timely responses to women to address identified need and risk and safety concerns while promoting self-determination and resilience.
- Provide crisis support to women experiencing domestic violence including support to access safe accommodation or referral to alternative support services.
- Assist women to prepare applications for domestic violence orders and variations and revocations to existing orders.
- Provision of information to assist women accessing the Courts to understand the court process, documentation and decisions.
- 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 other service providers and systems stakeholders.
- Develop a clear and comprehensive working understanding of the current Domestic & Family Protection Act and its implementation.
- Develop a good working knowledge of other agencies which provide services to those affected by domestic violence.

### **Function 2 - SUPPORT THE DEVELOPMENT AND ONGOING SUSTAINABILITY OF THE ORGANISATION**

- Maintain clear, concise, accurate client case notes and records using the Organisation's data collection tools.
- Collect performance data and prepare monthly reports.
- Contribute to data collection and evaluation processes to build an evidence base for the work of the Organisation.
- Represent the Organisation at relevant community activities and 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.

### **Function 3 - 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**

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| KSC 1  | Demonstrated knowledge of DFV response and counselling frameworks, risk assessment and safety frameworks appropriate for domestic and family violence responses. |
| KSC 2  | Demonstrated experience in assessing risk and addressing the safety needs of women and children who are experiencing family violence.                            |
| KSC 3  | Knowledge of the complex issues affecting women who have experienced domestic and family violence.   |
| KSC 4  | Experience and demonstrated ability to provide information, advocacy and referral to women who who have experienced domestic and family violence.                |
| KSC 5  | Demonstrated professional and high quality verbal and written skills with strong record keeping and administrative skills.                                       |
| KSC 6  | Excellent time management skills and ability to prioritise workload.   |
| KSC 7  | Demonstrated ability to develop and maintain strong networks and partnerships within the broader service system.   |
| KSC 8  | Demonstrated ability to collect data and prepare reports on performance including outputs and outcome measures.  |
| KSC 9  | Demonstrated capacity to work both independently and as part of a team.  |
| KSC 10 | A working knowledge of current legislation relevant to the protection of victims of domestic and family violence, or the ability to acquire knowledge.           |
| KSC 11 | Demonstrated understanding and commitment to Feminist Theory, principles and practice and/or Trauma informed practice.   |

**MANDATORY EDUCATIONAL REQUIREMENTS**

- Educational Qualifications or experience consistent with the requirements of SACS Level 5.

**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.