



## **Applicant Information**

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

**Children's and Young Persons Advocate  
Northern Gold Coast / Beenleigh  
(CYPA/B/2/18)**

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

Applicants must also provide their resume, proof of educational qualifications and/or experience and 2 professional referees with the application to be considered for interview. Incomplete applications will not be processed.

Applications must be made electronically and in writing and be received by **11 pm** on **11<sup>th</sup> February 2018**. Applications should be emailed to: [info@domesticviolence.com.au](mailto:info@domesticviolence.com.au)

Emails should mark the application with the following:  
**CYPA/B/2/18**

**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 [info@domesticviolence.com.au](mailto:info@domesticviolence.com.au) .

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

## Children's and Young Persons Advocate

The Domestic Violence Prevention Centre GC Inc. (DVPC) is currently seeking applications from individuals who are suitably qualified and/or experienced in the delivery of support to children and young people who have experienced domestic and family violence.

The position is based in the Beenleigh office and will work with children and young people between the ages of 5 and 18 who have experienced domestic and family violence within their family or in their own intimate relationship and deliver trauma informed, age appropriate responses, either individually or in a group setting.

DVPC is a specialist Domestic and Family Violence (DFV) service based on the Gold Coast and Beenleigh. It provides domestic and family violence responses to women, children and young people and delivers the Men's DV Education and Intervention program in partnership with Queensland Corrective Services. DVPC currently has four sites of service delivery; and offers services from Beenleigh to the border of New South Wales.

We offer employees:

- A dynamic workplace that values innovation and quality practice
- A commitment to staff wellbeing and professional development through Employee Assistance Programs, Supervision and Training & Development
- 5 weeks annual leave
- Salary sacrificing options

**Salary and Conditions:** SCHADS Award SACS level 5. The Pay point determined by successful applicants experience and qualifications.

Applications must be made in writing and received by 11 pm on Sunday 11th February 2018. **Late applications will not be considered for interview.**

The Application Pack including Position Description with the key selection criteria and instructions on how to apply are available on our website [www.domesticviolence.com.au](http://www.domesticviolence.com.au) see menu under **About Us/ Working with Us/ Current Vacancies.**

**Applications must address the key selection criteria, provide a CV, proof of educational qualifications and/or experience and 2 professional referees to be considered for interview.**



## Children's and Young Persons Advocate

- PROGRAM:** Children's Counselling (T315 )
- LOCATION/S:** The main office is located at Southport with the Program delivered at various locations
- REPORTING:** This Position has a direct report to the Coordinator - Beenleigh
- FUNDING:** The funding for the position is provided by the Department of Communities, Child Safety and Disability Services
- DAYS/ HOURS OF WORK:** Monday to Friday 8.45 AM - 4.45 PM (36.25 hours)
- AWARD/ CLASSIFICATION:** Level 5 SCHADS Award (Qld) Social and Community Services Employee. The Pay point will be dependent on the successful applicant's skills and experience. This will be negotiated with the successful applicant prior to the issuing of the employment contract.
- ANNUAL LEAVE:** 5 weeks per annum

### Please note:

- **Under section 25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be female**
- **Permanent Appointment in this role is conditional on satisfactorily completion of a six-month probationary period**
- **Employees can access salary sacrificing and entertainment allowance benefits as part of their employment conditions. Participation is voluntary.**

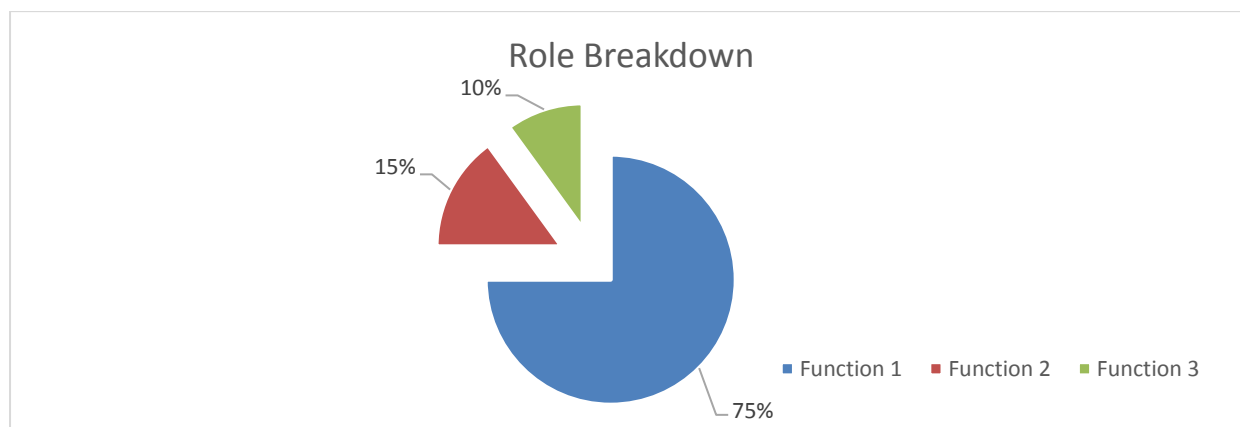
**THE ORGANISATION:** The Domestic Violence Prevention Centre GC Inc. (DVPC) is a specialist domestic violence service based on the Gold Coast and Beenleigh. It has been operating since 1992. It offers support to women, young people and children who have experienced domestic and family violence and delivers mandated behaviour change programs to male perpetrators of violence. DVPC utilises a feminist framework and evidence-based practice to inform and direct its service responses. DVPC convenes the GC Domestic Violence Integrated Response (GCDVIR), which brings together systems agencies and relevant organisations to improve responses to high risk women and children to enhance their safety and wellbeing, and to actively work towards improving collaboration between all agencies on the Gold Coast who are responding to domestic violence.

**PURPOSE OF THE ROLE:** This position is funded under the Children's Counselling Service Type (T315). The position will work with children and young people between the

ages of 5 and 18 who have experienced domestic violence in their own and/or their family relationships and deliver trauma informed, age appropriate responses, either individually or in a group setting. The support may be provided in locations other than the DVPC office.

All activities will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Children's Counselling Service Type (T315) and the internal processes, policies, procedures and practices of DVPC.

## **KEY ELEMENTS OF THE POSITION**



### **Function 1. - SUPPORT, RESPONSE and COUNSELLING**

- Undertake initial risk and safety assessment of children young people who have contacted the Program or been referred to determine appropriate response pathway
- Provide timely and appropriate responses (via telephone counselling or face to face) to children and young people who contact or are referred to the Program for support, information and referral
- Where appropriate provide Information, advice, support and referral to the parent/guardian of a child and/or young person
- Provide information and referrals about supports available within the broader community and service system
- Provide advocacy with other service providers and systems stakeholders when necessary to achieve positive outcomes

### **Function 2 - COMMUNITY AND STAKEHOLDER ENGAGEMENT AND PARTNERSHIP DEVELOPMENT**

- Work closely with existing services and agencies to provide support to children and young people who have experienced domestic and family violence in their own and/or their family relationships.
- Establish and maintain positive working relationships across a range of community agencies.
- Represent the Organisation at relevant community activities and events

### **Function 3 - ORGANISATIONAL ACCOUNTABILITY, DEVELOPMENT and SUPPORT**

- Maintain clear, concise, accurate client case notes and records.
- Collect performance data and prepare monthly reports including performance against service agreement deliverables and budget allocations
- Participate in the identification of trends to inform appropriate service development both formally and informally.
- Assist in the preparation of OASIS reports to the funding body
- 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
- Operate in compliance with Organisational guidelines and policies
- Contribute to the development of a professional and supportive working environment for all staff.
- Consciously create a workplace culture that is consistent with the DVPC's mission, vision and values

#### **SUPERVISION**

The position is required to participate in the Staff Supervision and Professional Development Program which includes internal line supervision and on occasion external individual supervision and externally facilitated group supervision.

#### **KEY SELECTION CRITERIA**

- KSC 1 Demonstrated experience working with children and young people with high and complex needs and the skills to support children and young people who have experienced complex domestic and family violence including the provision of brief solution focussed crisis interventions, therapeutic counselling, case management
- KSC 2 Demonstrated knowledge of DFV response and counselling frameworks, trauma informed practice, risk assessment and safety frameworks relevant to and appropriate for children and young people who have experienced domestic and family violence
- KSC 3 Demonstrated knowledge of the complex issues affecting women, children and young people who have experienced domestic and family violence and an understanding of DV dynamics and the impact on the individual and the family.
- KSC 4 Ability to facilitate individual and group activities providing positive engagement with children and young people.
- KSC5 Demonstrated ability to develop and maintain strong networks and partnerships within the broader service sector.
- KSC6 Demonstrated professional verbal and written skills with strong record keeping and administrative skills.

- KSC 7 Demonstrated ability to collect data and prepare reports on performance including outputs and outcome measures.
- KSC 8 Strong time and workload management skills with the demonstrated capacity to work both independently and as part of a team.
- KSC9 A working knowledge of current legislation relevant to the protection of victims of domestic and family violence and a working knowledge of the Family Law and Child Protection Acts.
- KSC 10 Relevant Educational Qualifications or experience consistent with the requirements of SCHADS/ 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.