



Applicant Information

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

Domestic Violence High Risk Co-ordinator DVHRC/S/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 **11th February 2018**. Applications should be emailed to: info@domesticviolence.com.au

Emails should mark the application with the following:
DVHRC/S/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 .

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

Domestic Violence High Risk Co-ordinator

Following a review and a restructure the Domestic Violence Prevention Centre GC Inc. (DVPC) are excited to recruit a Domestic Violence High-Risk Co-ordinator to work within the Integrated Service System Program.

We are seeking applications from individuals who are suitably qualified and/or experienced in the co-ordination and delivery of Programs that provide excellent, innovative and integrated services to women and children who have experienced domestic and family violence. The role will consult on and coordinate effective responses to high risk women engaged with DVPC, women engaged with the Domestic Violence Integrated Response (DVIR) or the broader service system.

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 7. The Pay point determined by successful applicants experience and qualifications.

Under section 25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be female.

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 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.



Domestic Violence High Risk Coordinator

PROGRAM:	Integrated Service System (T437)
LOCATIONS:	The main office is located at Southport with potential to outreach to locations within the catchment area
REPORTING:	This Position has a direct report to the CEO
FUNDING:	The funding for this 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 7 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.**

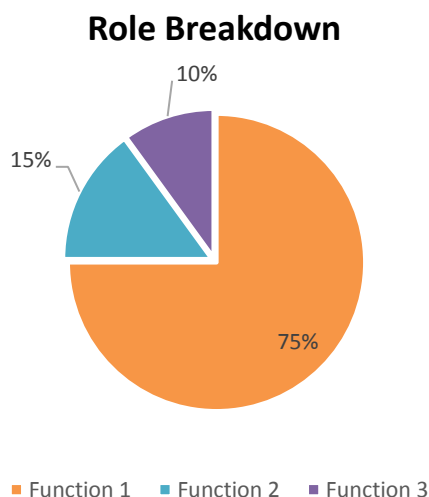
THE ORGANISATION: The Domestic Violence Prevention Centre GC Inc. (DVPC) is a specialist domestic violence service based on the Gold Coast and Beenleigh. It has been operating since 1992. It offers support to women, young people and children who have experienced domestic and family violence and delivers 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 Integrated Service System (T437) Service Type. Integrated System Support services assist workers and agencies, including government and non-government organisations to improve their capability, both as individual agencies and collectively as a system, to deliver more appropriate responses when working with people affected by domestic and family violence. Integrated System Support services also deliver improved service system capacity to enhance the provision of quality, integrated, evidence-based service responses to people affected by domestic and family violence.

The role will consult on and coordinate effective responses to high risk women engaged with the Domestic Violence Prevention Centre (DVPC) and referred through the Domestic Violence Integrated Response (DVIR) or the broader service system.

All activities will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Integrated Service System (T437) and the internal processes, policies, procedures and practices of DVPC.

KEY ELEMENTS OF THE POSITION



Function 1. – CO-ORDINATE AND CONSULT ON HIGH RISK INTERVENTIONS FOR DVPC AND DVIR REFERRALS

- Facilitate high risk case consults for DVPC women clients, and women and children referred from DVIR Partners
- Co-ordinate and respond to high risk situations for DVPC women clients, and women and children referred from DVIR Partners and the broader service system
- Manage and co-ordinate follow-up for high-risk responses from DVPC with key DVIR stakeholders including Police, Probation and Parole, Department of Housing, Department of Child Safety, and other external agencies
- Provide advocacy for women, with other service providers and systems stakeholders to achieve positive outcomes and increased safety for the woman and her children

- Be an active member of the Gold Coast DV Triage meeting and manage, respond and co-ordinate responses
- Ongoing internal coordination of responses and issues arising from Triage meetings
- Work closely with DVPC coordinators, the CEO, and other key staff to coordinate the integrated response during high risk situations to enhance the safety response of women clients and women with children and their families
- Maintain professional communication with internal and external stakeholders regarding high risk, service delivery and client needs and trends.

Function 2 – CO-PRESENT TRAINING AND PROFESSIONAL DEVELOPMENT WITH KEY STAKEHOLDERS

- Establish and maintain positive working relationships across a range of community agencies
- Increase the capacity and capability of DVPC, the DVIR, and the other key stakeholders to respond to high risk DV cases, through the delivery of appropriate training
- Develop resources related to responding to High Risk DV cases, including the development of training resources.
- Represent the Organisation at relevant community activities and events
- Support the development of the service system to deliver high quality and effective responses to women and children who have experienced domestic and family violence

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
- Assist in the preparation of OASIS reports to the funding body
- Participate in the identification of trends to inform appropriate service development both formally and informally
- Assist in the preparation of submissions advancing law reform on domestic violence.
- 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 in supporting women who have experienced domestic and family violence including the provision of crisis/therapeutic counselling, case management and an understanding of DV dynamics and risk assessment and response; including demonstrated knowledge of DFV response and counselling frameworks, risk assessment and safety frameworks, appropriate for domestic and family violence.
- KSC 2 Knowledge of the complex issues affecting women who have experienced domestic and family violence
- KSC 3 Demonstrated experience in management and leadership positions and ability to provide supervision and support to team members
- KSC4 Demonstrated ability to develop and maintain strong networks and partnerships within the broader service sector.
- KSC5 Demonstrated professional verbal and written skills with strong record keeping and administrative skills.
- KSC6 Demonstrated Program Management skills including:
- i. Excellent time management skills and ability to prioritise work load;
 - ii. Strong record keeping and administrative skills including a demonstrated ability to collect data and prepare reports on performance including outputs and outcome measures; and
 - iii. Demonstrated capacity to work both independently and as part of a team.
- KSC7 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 8 An ability and commitment to creating a positive work environment and strong organisational culture while contributing to the development and achievement of the goals and vision of the Organisation
- KSC 9 Educational Qualifications or experience consistent with the requirements of SCHADS/ SACS Level 7 Classification

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.