



Applicant Information

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

Gold Coast Domestic Violence Integrated Response (DVIR) Co-ordinator GCDVIRC/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:
GCDVIRC/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.

Gold Coast Domestic Violence Integrated Response (DVIR) Co-ordinator

Following a review and a restructure the Domestic Violence Prevention Centre GC Inc. (DVPC) are excited to recruit a Gold Coast Domestic Violence Integrated Response (DVIR) 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. This role will coordinate and further develop the partnerships, responses, policies and processes of the Gold Coast Domestic Violence Integrated Response (DVIR) to implement a coordinated and integrated response to domestic violence (DV) on the Gold Coast.

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.

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.



Coordinator

Gold Coast Domestic Violence Integrated Response

- 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:

- **Permanent Appointment in this role is conditional on satisfactory 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

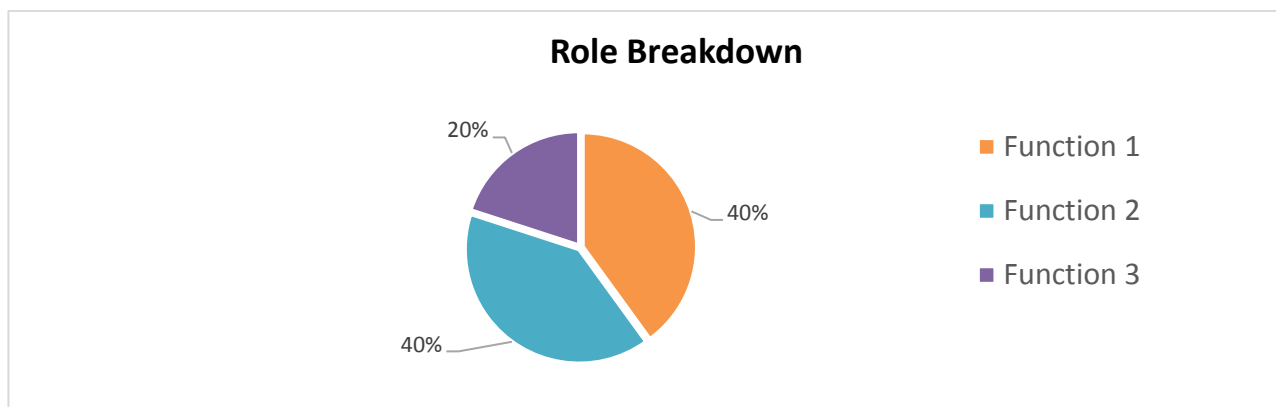
and children to enhance their safety and wellbeing, and to actively work towards improving collaboration between all agencies on the Gold Coast who are responding to domestic violence.

PURPOSE OF THIS ROLE: This position is funded under the Integrated Service System (T437) Service Type. 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. 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.

This role will coordinate and further develop the partnerships, responses, policies and processes of the Gold Coast Domestic Violence Integrated Response (DVIR) to implement a coordinated and integrated response to domestic violence (DV) on the Gold Coast. It will also include implementing the findings from the DVIR Discovery Project undertaken in 2017.

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

KEY ELEMENTS OF THE POSITION



Function 1. – CO-ORDINATION AND ONGOING DEVELOPMENT OF THE GOLD COAST DOMESTIC VIOLENCE INTEGRATED RESPONSE (DVIR)

- Continue the ongoing development of the Gold Coast Domestic Violence Integrated Response by working with other services to develop Interagency Protocols, Memorandums of Understanding and other Agreements that facilitate an integrated response to women and children who have experienced domestic and family violence.
- Ongoing networking, maintaining and building positive relationships with other service providers involved with the DVIR Program and its projects
- Provide secretariat support to the Integrated Response Coordinating Committee, and sub-networks or working parties

- Support and facilitate the reestablishment and implementation of the GC DV Interagency Group
- Develop and oversee the implementation of a strategic plan and ongoing management of projects and programs within the Gold Coast Domestic Violence Integrated Response
- Maintain professional communication with internal and external stakeholders regarding DVIR responses, service delivery, and document trends and opportunities.

Function 2 – COORDINATION AND IMPLEMENTATION OF FINDINGS FROM THE DISCOVERY PROJECT

- Document and streamline System Response Pathways
- Embed information gathered from focus groups, evaluations and information gathering activities to inform all DVIR processes
- Evaluate outcomes and achievements of DVIR responses and collaboration
- Coordinate the implementation of the Information Sharing Guidelines from the amendments to the Domestic and Family Violence Protection Act (2012)
- Ensure understanding and consistency of a common risk language across the DVIR and develop and implement processes for high risk responses to domestic and family violence with key stakeholders.
- Develop further collaboration with systems, in particular, the Child Protection system and its response to DV
- Develop collaborations with relevant Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, LGBTI, and disability services
- Developing innovative and cohesive processes to address the intersection of Family Law and DV
- Increasing the capacity and capability of the DVIR and community of practice through the coordination and delivery of appropriate training as identified by stakeholders during the Discovery Project.

Function 3 - ORGANISATIONAL ACCOUNTABILITY, DEVELOPMENT and SUPPORT

- Work closely with Coordinators, 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
- Develop resources related to the DVIR including the development of training resources.
- 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.
- Represent the Organisation at relevant community activities and events
- 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 and contribute to a positive workplace culture
- 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 supervision in accordance with organisational requirements

SUPERVISION

This 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 knowledge of DFV response frameworks, risk assessment and safety frameworks appropriate for domestic and family violence responses and significant experience working in a domestic and family violence sector
- KSC 2 Significant experience in coordinating collaborative and integrated networks and experience in liaising with and working closely with government departments and community organisations
- KSC 3 Demonstrated experience in management and leadership positions
- KSC 4 Demonstrated high level negotiation skills and experience in conflict resolution.
- KSC 5 Professional, high quality verbal and written communication skills
- KSC6 Demonstrated project management skills including:
- i. Excellent time management skills and ability to prioritise work load;
 - ii. Demonstrated ability to develop and maintain strong networks and partnerships within the key stakeholders;
 - iii. Strong record keeping and administrative skills including a demonstrated ability to collect data and prepare reports on performance including outputs and outcome measures; and
 - iv. Demonstrated capacity to work both independently and as part of a team.
- KSC 7 Sound working knowledge of legislation specific to domestic violence, including Domestic Violence and Family Protection Act 2012, Family Law Provisions, Immigration Act and Domestic Violence Provisions

KSC 8 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 License
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.