



## **Applicant Information**

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

**Children's Advocate  
Temporary Position commencing  
4 September 2017 until 15 December 2017  
Northern Gold Coast / Beenleigh**

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

**Applicants should provide their resume with the application.**

**Applications must be made electronically and in writing and be received by **11 pm** on **31<sup>st</sup> July 2017**. Applications should be emailed to:  
[admin@domesticviolence.com.au](mailto:admin@domesticviolence.com.au)**

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

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

## Children's Advocate

<b>PROGRAM:</b>	Children's Counselling (T315 )
<b>LOCATIONS:</b>	Beenleigh with some travel to main office in Southport
<b>REPORTING:</b>	This Position has a direct report to the Coordinator - Beenleigh
<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>	4 days per week (29 hours)
<b>AWARD</b>	SCHADS Level 5
<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**

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.

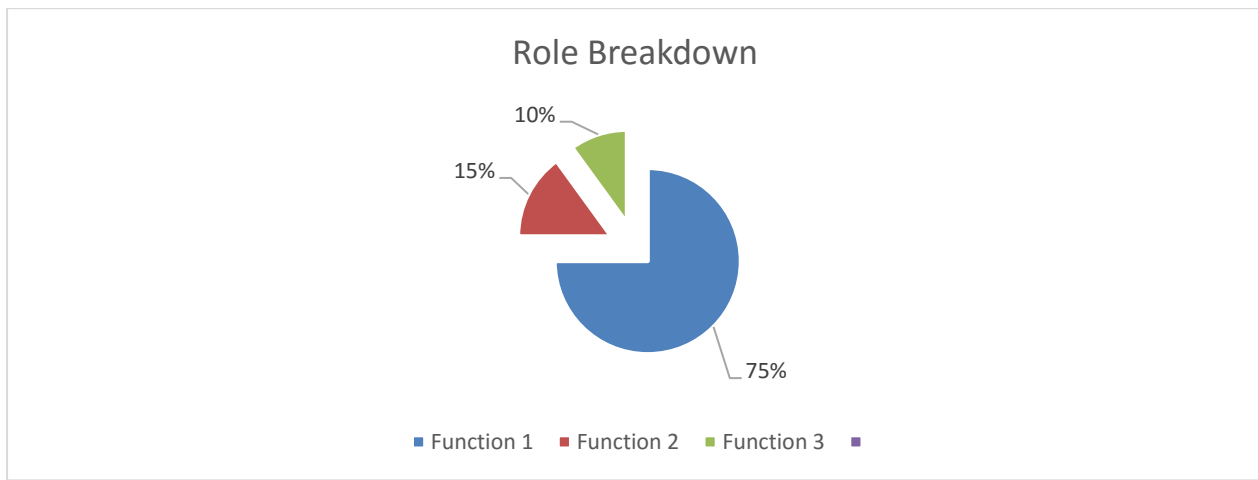
### **PURPOSE OF THE ROLE:**

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 and deliver age appropriate responses either individually or in a group setting. The support may be provided in locations other than the DVPC office.

Counselling and support activities with children and young people aim to support them to express their feelings and support them to understand and manage their fears, emotions and behaviours. The support aims to assist the child or young person to deal with the domestic and family violence to which they have been exposed and aims to break the cyclical, intergenerational nature of domestic and family violence.

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 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.
- 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

## **KEY SELECTION CRITERIA**

- KSC 1 Demonstrated experience working with children and young people with high and complex needs and an understanding of the issues and challenges in responding to their needs.
- KSC 2 Demonstrated experience or willingness to obtain the skills to support children and young people who have experienced complex 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 3 Ability to provide brief solution focussed crisis interventions and ongoing case managed support.
- 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 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.

## **ADDITIONAL MANDATORY REQUIREMENTS:**

- Relevant Educational Qualifications or experience consistent with the requirements of SCHADS/SACS Level 5
- Positive Notice – Blue Card or the capacity to acquire
- Current Driver's Licence