



## **Applicant Information**

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

**Children's and Young Persons Advocate  
Southport  
1 Fulltime and 2 Part-time positions  
(CYPA/S/8/19)**

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 Wednesday 28<sup>th</sup> August 2019**. 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 Southport 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 Wednesday 28<sup>th</sup> August 2019. **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 & YOUNG PERSONS ADVOCATE - WOMEN, CHILDREN AND YOUNG PERSONS PROGRAM**

<b>PROGRAM:</b>	Children's Counselling (T315)
<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 Women and Children's Services Coordinator
<b>FUNDING:</b>	The funding for this position is provided by the Department of Child Safety, Youth and Women
<b>DAYS/ HOURS OF WORK:</b>	FTE - Monday to Friday 8.45 AM - 4.45 PM (36.25 hours)
<b>AWARD/ CLASSIFICATION</b>	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.
<b>ANNUAL LEAVE:</b>	5 weeks per annum (FTE)

**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

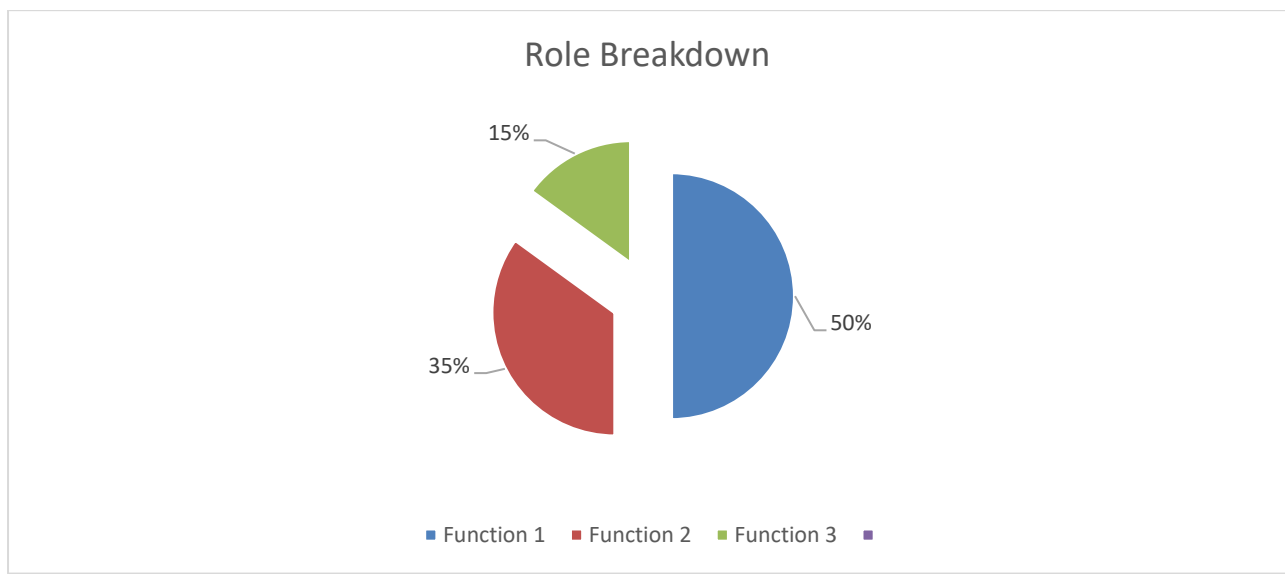
to enhance their safety and wellbeing, and to actively work towards improving collaboration between all agencies on the Gold Coast who are responding to domestic violence.

**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 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 aims 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 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, practices, policies and procedures of DVPC.

### KEY ELEMENTS OF THE POSITION



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

- Undertake initial risk and safety assessment of children and 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.
- KSC 9 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 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

## **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 and the capacity and willingness to drive Organisational vehicles as required.

