



Applicant Information

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

Men's Domestic Violence Education and Intervention Program Coordinator

(CMDVEIP/S/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 **11th February 2018**. Applications should be emailed to: info@domesticviolence.com.au

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

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

Men's Domestic Violence Education and Intervention Program Coordinator

The Domestic Violence Prevention Centre GC Inc. (DVPC) is currently seeking applications from individuals who are suitably qualified and/or experienced in the co-ordination and delivery of Programs to men who perpetrate domestic and family violence. The role will manage all aspects of the delivery of the Men's Domestic Violence Education and Intervention Program (MDVEIP) including the assessment and intake of program participants, management and support of the program facilitators, collaboration with internal stakeholders, liaison with key external stakeholders and data collection for reporting purposes.

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.



Domestic Violence
Prevention Centre
Gold Coast Inc.

Co-ordinator - Men's Domestic Violence Education and Intervention Program

PROGRAM:	Men's Domestic Violence Education and Intervention Program (MDVEIP)
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 CEO
SUPERVISION RESPONSIBILITY:	This position supervises the Program Facilitators and has oversight of the Women's Advocate – Men's Program.
FUNDING:	The funding for the Program is provided by the Department of Communities, Child Safety and Disability Services under Perpetrator Intervention Programs (T328) and Department of Justice and Attorney General (Queensland Corrective Services)
DAYS/ HOURS OF WORK:	Monday to Friday 8.45 AM - 4.45 PM (36.25 hours) with an on-call component
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 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.**
- **This position has an on-call component. Appropriate remuneration for on-call is provided.**

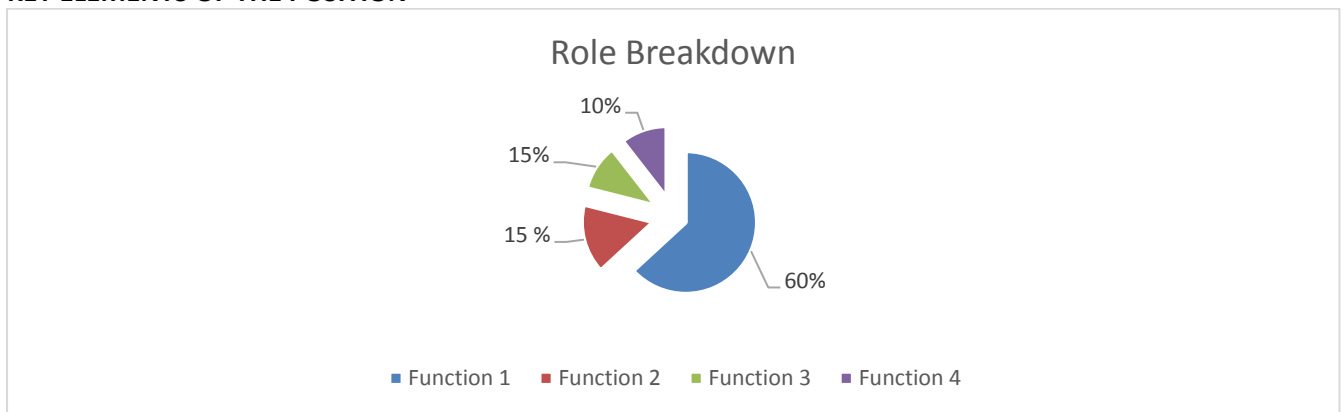
THE ORGANISATION: The Domestic Violence Prevention Centre GC Inc. (DVPC) is a specialist domestic violence service based on the Gold Coast and Beenleigh. It has been operating since 1992. It offers support to women, young people and children who have experienced

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: The role will manage all aspects of the delivery of the Men’s Domestic Violence Education and Intervention Program (MDVEIP) including the assessment and intake of program participants, management and support of the program facilitators, collaboration with internal stakeholders, liaison with key external stakeholders and data collection for reporting purposes.

The Program will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Domestic Violence Perpetrator Programs (T328), Professional Practice Principles and Professional Practice Standards for working with men who perpetrate domestic and family violence and the internal processes, policies, procedures and practices of DVPC.

KEY ELEMENTS OF THE POSITION



Function 1. MANAGEMENT AND OVERSIGHT OF THE MEN’S DOMESTIC VIOLENCE EDUCATION AND INTERVENTION PROGRAM

- Assess and determine the suitability of offender to participate in the Program
- Provide reports and information about offender’s non-compliance and make recommendations for action
- Remain up to date with Corrective Services security protocols and processes.
- Co-facilitate programs as required.
- Review participant’s attendance and ensure accurate records are maintained
- Maintain a waitlist of offenders referred to the MDVEIP and prioritise participants for program intake

- Liaise with the Women's Advocates (WA) and ensure relevant information is made available to facilitators
- Oversee referrals for VIO's
- Maintain Observer Roster and ensure appropriate authorisations for observers

Function 2- SUPPORT AND SUPERVISION

- Provide feedback and direction to Facilitator team
- Oversee the Facilitator roster to ensure coverage of all program sessions on the Gold Coast and at Logan.
- Organise regular individual, pair and group supervision for facilitators.
- Provide monthly Line Supervision for the WAs.
- Support facilitator compliance with Organisational guidelines and policies
- Maintain professional communication across the team regarding high risk, service delivery and client needs and trends.

Function 3 - STAKEHOLDER ENGAGEMENT AND PARTNERSHIP DEVELOPMENT

- Liaise and consult with Probation and Parole Assessment Officers and participate in Assessments as required
- Ensure the MOUs between key stakeholders are current and operationalised
- Participate in the Domestic Violence Integrated Response (DVIR) meetings
- Participate in network meetings and teleconferences relevant to the role.
- Chair and minute monthly meetings with Probation and Parole Supervisors and Senior Case Managers (at the Gold Coast and Logan)
- Provide ongoing information sessions and specialist Professional Training to Probation and Parole and other key stakeholder agencies
- Identify opportunities for further partnerships
- Establish and maintain positive working relationships across a range of community agencies
- Represent the Organisation at relevant community activities and events
- Participate in the development of activities for Domestic & Family Violence Prevention Month, IWD and the 16 Days of Activism and other activities in the community and related events

Function 4 - ORGANISATIONAL ACCOUNTABILITY, DEVELOPMENT and SUPPORT

- Provide a monthly report to the CEO
- Maintain clear, concise, accurate client case notes and records.
- Liaise, consult, and assist with any research projects undertaken which involve the MDVEIP.

- 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
- Contribute to the achievement of the Organisations strategic goals

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

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| KSC 1 | Demonstrated experience in working with high risk offenders and experience in risk assessment and management practices |
| KSC 2 | Demonstrated significant experience facilitating behaviour change groups with mandated male offenders and a sound understanding of the Duluth Curriculum – Creating a Process of Change for Men Who Batter. |
| KSC 3 | Knowledge of the complex issues affecting women who have experienced domestic and family violence |
| KSC 4 | Demonstrated experience in management and leadership positions and ability to provide supervision and support to team members |
| KSC 5 | Demonstrated professional verbal and written skills including the ability to consult and liaise, with government departments and community organisations, present at conferences, and deliver workshops and professional development training. |
| KSC6 | Demonstrated project management skills including: <ul style="list-style-type: none"> 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 experience and proficiency in using Excel and 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 Demonstrated knowledge or the ability to acquire an understanding of system protocols, procedures and legislation associated with Probation and Parole (Corrective Services), Queensland Police Service, Child Safety and the Courts.
- KSC 8 Demonstrated working knowledge of legislation specific to domestic violence, including Domestic and Family Violence Act 2012, Family Law Provisions, Immigration Act, Criminal Code, and Bail Act.
- KSC 9 Educational Qualifications consistent with the requirements of SCHADS/ SACS Level 7 Classification and the ability to be classified as a Level 3 facilitator in accordance with current Professional Practice Standards – Working with men who perpetrate domestic and family violence

ADDITIONAL MANDATORY REQUIREMENTS:

- Certificate IV in Training & Assessment (TAA40104) or Certificate IV in Assessment and Workplace Training (BSZ40198), or equivalent, or willingness to acquire such qualifications.
- 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.