



## **WOMAN AND CHILDREN'S ADVOCATE**

Temporary Positions to 30 September 2017

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| <b>PROGRAM/S:</b>            | Women's Counselling (T320 ) AND Children's Counselling (T315)  |
| <b>LOCATIONS:</b>            | The organisation is funded to provide services across the Gold Coast. The main office locations are based in Southport and in Beenleigh.         |
| <b>REPORTING:</b>            | This Position has a direct report to either the Manager - Women and Children's Program or Co-ordinator DVPC-BENGC depending of position location |
| <b>FUNDING:</b>              | The funding for this position is provided by the Department of Communities, Child Safety and Disability Services                                 |
| <b>AWARD:</b>                | SCHADS   |
| <b>CLASSIFICATION LEVEL:</b> | Level 5 (Pay point dependant on incumbent's experience and qualifications)   |
| <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 offer salary sacrificing and entertainment allowance fringe benefits. Participation in this is voluntary.

### **SUPERVISION**

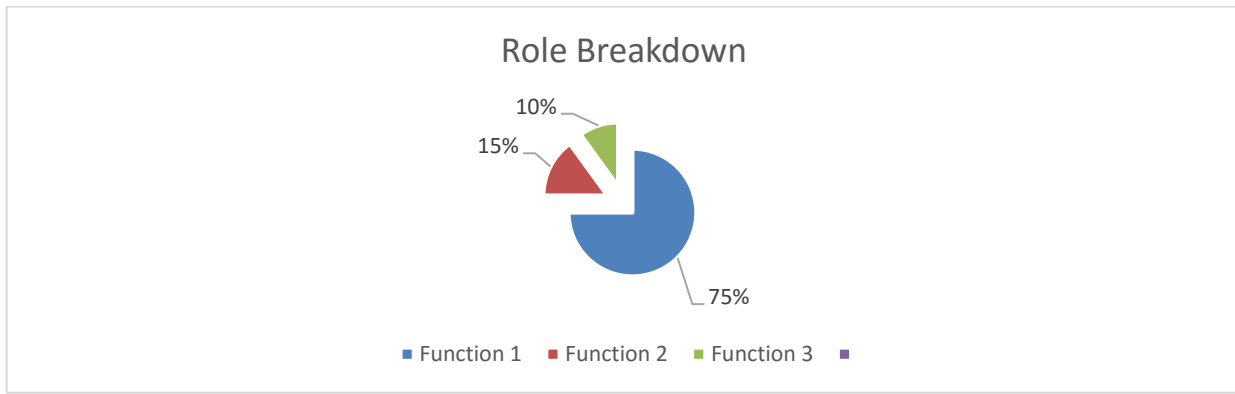
All Employees are required to participate in the Staff Supervision and Professional Development Program which includes internal line supervision, external individual supervision, externally facilitated group supervision.

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

The role will provide support to women and children who have experienced domestic and family violence who have contacted or are referred to the service, including assessing the risk and the safety of women who have experienced domestic and family violence. The role provides a response to risk safety and wellbeing through a crisis response, support, information, referral and advocacy through a variety of methods such as telephone counselling, face to face counselling and referral to the services and agencies to meet needs.

Support will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Domestic Violence Counselling (T320) and Children's Domestic Violence Counselling (T315) and the internal processes of DVPC.

## KEY ELEMENTS OF THE POSITION



### **Function 1 – BE A RESOURCE AND AN ADVOCATE FOR WOMEN AND CHILDREN WHO HAVE EXPERIENCED DOMESTIC AND FAMILY VIOLENCE:**

- Undertake risk and safety assessment of women who have contacted the Program and their children to determine appropriate response pathway.
- Provide appropriate, respectful and timely responses to women to address identified need and risk and safety concerns while promoting self-determination and resilience.
- Provide crisis support to women experiencing domestic violence including support to access safe accommodation or referral to alternative support services.
- Provide information and active referrals for women about supports available within the broader community and service system.
- Provide advocacy for and with women to achieve positive outcomes for them with other service providers and systems stakeholders.
- Develop a clear and comprehensive working understanding of the current Domestic & Family Protection Act and its implementation.
- Develop a good working knowledge of other agencies which provide services to those affected by domestic violence.

### **Function 2 - SUPPORT THE DEVELOPMENT AND ONGOING SUSTAINABILITY OF THE ORGANISATION**

- Maintain clear, concise, accurate client case notes and records using the Organisation's data collection tools.
- Collect performance data and prepare monthly reports.
- Contribute to data collection and evaluation processes to build an evidence base for the work of the Organisation.
- 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 3 - CONTRIBUTE TO A STRONG TEAM AND ORGANISATIONAL CULTURE**

- Contribute to the development of a professional and supportive working environment for all staff.
- Act in accordance with Organisational Policies and legislative requirements.
- 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 peer support as a part of the staff team.

## **KEY SELECTION CRITERIA**

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|--------|--|
| KSC 1  | Demonstrated knowledge of DFV response and counselling frameworks, risk assessment and safety frameworks appropriate for domestic and family violence responses. |
| KSC 2  | Demonstrated experience in assessing risk and addressing the safety needs of women and children who are experiencing family violence.                            |
| KSC 3  | Knowledge of the complex issues affecting women and children who have experienced domestic and family violence.  |
| KSC4   | Experience and demonstrated ability to provide information, advocacy and referral to women and children who who have experienced domestic and family violence.   |
| KSC5   | Demonstrated professional and high quality verbal and written skills with strong record keeping and administrative skills.                                       |
| KSC 6  | Excellent time management skills and ability to prioritise work load.  |
| KSC7   | Demonstrated ability to develop and maintain strong networks and partnerships within the broader service system.   |
| KSC 8  | Demonstrated ability to collect data and prepare reports on performance including outputs and outcome measures.  |
| KSC9   | Demonstrated capacity to work both independently and as part of a team.  |
| KSC10  | A working knowledge of current legislation relevant to the protection of victims of domestic and family violence, or the ability to acquire knowledge.           |
| KSC 11 | Demonstrated understanding and commitment to Feminist Theory, principles and practice and/or Trauma informed practice.   |

## **MANDATORY EDUCATIONAL REQUIREMENTS**

- Educational qualifications or experience consistent with the requirements of SACS Level 5.

## **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.