



## **ASSESSMENT & SERVICE CONNECT PROGRAM**

### **Co-Ordinator - Domestic And Family Violence Specialist Team**

- PROGRAM:** Assessment and Service Connect (T448)
- LOCATIONS:** The main office is located at Southport. The Co-ordinator will be required to attend the Nerang Child Safety Intake and Assessment Hub Service Centre regularly. The role may require some home visitation and out of office support with clients.
- REPORTING:** This Position has a direct report to Director, Domestic Violence Prevention Centre.
- FUNDING:** The funding for this position is provided by the Department of Communities, Child Safety and Disability Services.
- HOURS OF WORK:** 6 days per fortnight (21.75 Hours per week) as per operational requirements.
- AWARD:** SCHADS
- CLASSIFICATION LEVEL:** Level 7 (Pay point dependant on incumbent's experience and qualifications).
- IDENTIFIED POSITION:** 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 SCHADS 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 purpose of the Assessment and Service Connect (ASC) is to assist the child/ren and their family to receive the customised support and services they need to increase safety and decrease the likelihood of the child entering out-of-home care.

The role will provide direct line supervision to specialist practitioners who are working with child/ren and families affected by domestic and family violence when a notification is received that child/ren may be in need of protection. The role will have decision making authority for the determination of the degree of involvement of DVPC in the ASC response, whether through direct co-response, consultation and contribution or specialist advice.

The Coordinator will be required to provide project management and oversight to the development of the DVPC ASC service provision, including development of delivery of training, and implementation of governance mechanisms to enable measurement of outcome and impact.

Support will be delivered in accordance with the Service Agreement, the Investment Specifications relating to Assessment and Service Connect (T448) and the internal processes of DVPC.

## **KEY ELEMENTS OF THE POSITION**

### **Function 1 - LEAD THE DEVELOPMENT AND ONGOING OPERATIONS OF DVPC SPECIALIST PROGRAM WITHIN THE ASC PROGRAM**

- Inform and provide guidance to the risk and safety assessment of women, children and during Child Safety intake and assessment following a notification of concern, to determine appropriate response and engagement pathway.
- Build and maintain productive relationships with internal and external stakeholders.
- Provide specialist advice, carefully considered and timely decision making, in line with the principles and in a manner which maintains integrity of the specialist nature of DVPC's engagement in ASC.
- Represent DVPC GC Inc. in discussions and negotiations with ASC partners and promote trust, respect and integrity through demonstration and understanding of different and competing views.
- Where necessary manage competing tensions and negotiate outcomes that ensure compliance with the legislation, service agreements and organisational policy and practice and prioritise safety outcomes for women and children.
- Provide advocacy for and with women and their children to achieve positive outcomes for them with other service providers and systems stakeholders.
- Develop mechanisms for the collation and reporting of impact and outcome measures. Gather information throughout the development of the partnership to aid in enhancement of synergy and integration of responses, towards improved safety for families.

**Function 2 - PROVIDE SUPERVISION AND LEADERSHIP TO A SMALL TEAM OF SPECIALIST PRACTITIONERS WORKING WITHIN THE ASC**

- Provide direct line management and development of team through strong leadership practices.
- Undertake performance assessments and practice supervision of DVPC Specialist Team members embedded in the ASC.
- Provide specialist and expert advice, direction and guidance to DVPC Specialist Team members embedded in the ASC.

**Function 3 - SUPPORT THE DEVELOPMENT AND ONGOING SUSTAINABILITY OF THE ORGANISATION**

- Contribute to the leadership team in the operational decision making, strategic planning and human resources development of the agency.
- Contribute to data collection and evaluation processes to build an evidence base for the work of the program and the Organisation as a whole.
- Develop training and professional development resources and represent the Organisation at relevant sector and community 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 - CONTRIBUTE TO THE ONGOING DEVELOPMENT AND MAINTENANCE OF 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 and leadership meetings.
- Deliver and participate in training and professional and skills development activities including peer support.
- Participate in the ongoing development of policy, processes and other organisational development activities.

**KEY SELECTION CRITERIA**

- KSC 1      Demonstrated experience in management and leadership positions, including the professional development and training of others.

- KSC 2 Demonstrated knowledge of DFV response frameworks, risk assessment and safety frameworks appropriate for domestic and family violence responses.
- KSC 3 Knowledge of the complex issues affecting women and children who have experienced domestic and family violence and the intersection of these issues with the Child Protection system.
- 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 Understanding of culturally respectful practice and a demonstrated capacity to deliver responses to Aboriginal, Torres Strait islander and Culturally and Linguistically Diverse women and children in a culturally appropriate and capable manner.
- KSC 8 Knowledge and understanding of the gendered nature of domestic and family violence and a demonstrated understanding and commitment to Feminist Theory, principles and practice and/or Trauma informed practice.
- KSC 9 A demonstrated working knowledge of current legislation relevant to Domestic and Family Violence and Child Protection, including privacy, confidentiality and information sharing provisions.

#### **MANDATORY EDUCATIONAL REQUIREMENTS**

- Bachelor qualifications in the human services or a relevant related field.

#### **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.