



Applicant Information

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

High-Risk Systems Advocate 12 Month Position (Pilot)

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 two 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 **19 September 2019**. Applications should be emailed to info@domesticviolence.com.au

Emails should mark the application with the following:
HRSA/S/9/19

Applications that do not address the selection criteria or are received after the closing date will not be considered for an 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.

High-Risk Systems Advocate

12 Month Position – Pilot Position

The Domestic Violence Prevention Centre GC Inc. (DVPC) is currently seeking applications from individuals who are suitably qualified and/or experienced in the newly created pilot position of High-Risk Systems Advocate (HRSA). The position and the trial period is 12 months at the end of which an evaluation will take place to determine future directions with the role.

The HRSA will work collaboratively with DVPC Coordinators and Advocates to identify and deliver a response to High-Risk women engaged with the Domestic Violence Prevention Centre (DVPC) who have consented to and require a systems response. This position will be responsible for attending Triage meetings, documenting and following up of outcomes and building strong and productive relationships with systems partners.

This role will require excellent communication and time management skills, as well as the capacity to work collaboratively and individually. It is suited to someone passionate about providing high-quality responses to high-risk women and their children and is committed to contributing to building a positive culture and strong team within the Organisation.

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
- Five weeks annual leave
- Salary sacrificing options

Salary and Conditions: SCHADS Award SACS level 6. The Pay point determined by successful applicant's experience and qualifications.

Applications must be made in writing and received by 11 pm on Wednesday 28th August 2019. Late applications will not be considered for an interview.

The Application Pack, including Position Description with the key selection criteria and instructions on how to apply, is available on our website www.domesticviolence.com.au - see the menu under About Us/Working with Us/ Current Vacancies.

Applicants 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.



High-Risk Systems Advocate (12-month Pilot Position)

- PROGRAM:** Integrated Service System (T437)
- LOCATIONS:** The main office is located at Southport with potential to outreach to locations within the catchment area
- REPORTING:** This Position has a direct report to Women and Children's Services Coordinator
- FUNDING:** The funding for this position is provided by the Department of Child Safety, Youth and Women.
- DAYS/ HOURS OF WORK:** Monday to Friday 8.45 AM - 4.45 PM (36.25 hours). Some out of hours work may be required for high-risk responses. This will be remunerated at overtime rates for the work undertaken.
- AWARD/CLASSIFICATION:** Level 6 SCHADS Award (Qld) Social and Community Services Employee. The Paypoint will be dependent on the successful applicant's skills and experience. This will be negotiated with the successful applicant before the issuing of the employment contract.
- ANNUAL LEAVE:** 5 weeks per annum

Please note:

- **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.

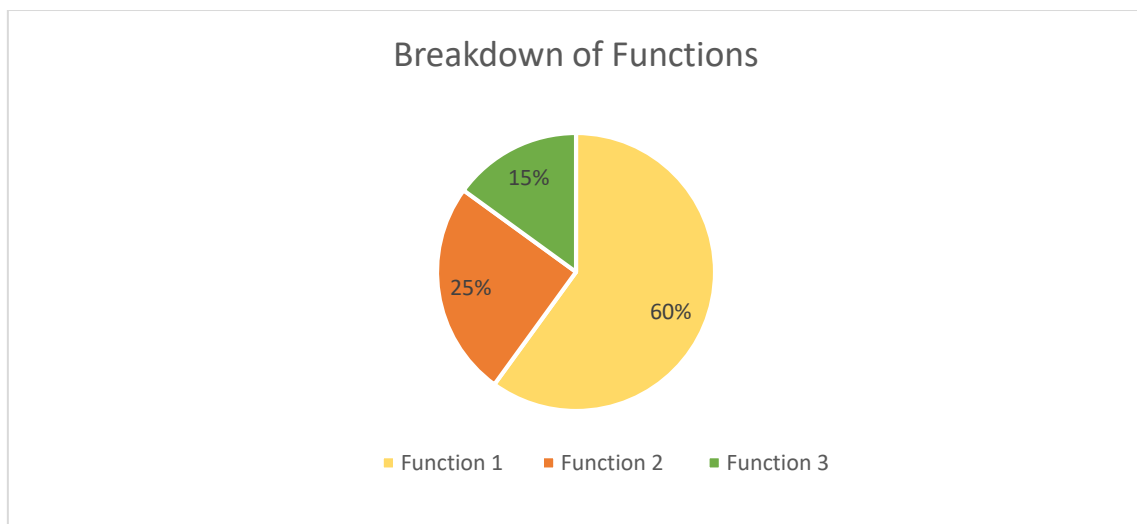
PURPOSE OF THIS ROLE: This position is funded under the Integrated Service System (T437) Service Type. System Support services assist workers and agencies, including government and non-government organisations to improve their capability, both as individual agencies and collectively as a system, to deliver more appropriate responses when working with people affected by domestic and family violence. System Support services also deliver improved service system capacity to enhance the provision of quality, integrated, evidence-based service responses to people affected by domestic and family violence.

The HRSA will work collaboratively with DVPC Coordinators and Advocates to identify and deliver a response to High-Risk women engaged with the Domestic Violence Prevention Centre (DVPC) who have consented to and require a systems response.

This position will be responsible for attending Triage meetings, documenting and following up of outcomes and building strong and productive relationships with systems partners.

All activities will be delivered in accordance with the Service Agreement, the DFV Investment Specifications relating to Integrated Service System (T437) and the internal policies, procedures, practices and processes of DVPC.

BREAKDOWN OF THE KEY FUNCTIONS OF THE ROLE



Function 1. – SUPPORT THE DELIVERY OF RESPONSES TO HIGH-RISK WOMEN

- Working collaboratively with DVPC coordinators and other key staff to identify and deliver integrated responses for women who have been identified as high risk and who require a systems response
- Participate in response planning meetings for High-Risk women who require a systems response
- Liaise with key DVIR stakeholders including Police, Probation and Parole, Department of Housing, Department of Child Safety, and other external agencies as required
- Provide advocacy for women, with systems stakeholders to achieve positive outcomes and increased safety for the woman and her children
- Be an active member of the Gold Coast DV Triage meetings and provide information to internal stakeholders on outcomes and actions in relation to DVPC clients
- Review and monitor the Serious and Imminent Threat (S.I.T) List and advise internal stakeholders of relevant changes
- Maintain professional communication with internal and external stakeholders regarding high risk, service delivery and client needs.

Function 2 – DEVELOP, MAINTAIN AND SUPPORT STRONG COLLABORATIVE NETWORKS AND LINKAGES WITH SYSTEMS AGENCIES

- Establish and maintain positive working relationships across a range of systems and community agencies
- Support the development of the service system to deliver high quality and effective responses to women and children who have experienced domestic and family violence
- Assist in the development of resources related to responding to High-Risk DV cases, including the development of training resources.

Function 3 - ORGANISATIONAL ACCOUNTABILITY, DEVELOPMENT and SUPPORT

- Maintain clear, concise, accurate client case notes and records and prepare reports as required
- Participate in the identification of trends to inform appropriate service development both formally and informally
- Operate in compliance with Organisational guidelines and policies
-
- 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
- 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

SUPERVISION

The position is required to participate in the Staff Supervision and Professional Development Program, which includes internal line supervision and on occasion externally facilitated group or individual supervision.

KEY SELECTION CRITERIA

- KSC 1 Demonstrated ability to support women who have experienced domestic and family violence and who need a high-risk systems response.
- KSC 2 An understanding of the complex issues affecting women, children and young people who have experienced domestic and family violence and an understanding of DV dynamics and the impact on the individual and the family.
- KSC 3 Ability to work collaboratively to develop and implement high-risk responses within a broader service context and with community and systems partners.
- KSC 4 Demonstrated ability to develop and maintain strong networks and partnerships with systems agencies and community sector
- KSC5 Demonstrated professional verbal and written skills, including the ability to record case notes on a database, prepare monthly reports on activities, prepare correspondence to clients and communicate appropriately with internal and external stakeholders.
- KSC 6 Excellent time and workload management skills with the demonstrated capacity to work both independently and as part of a team
- KSC 7 A working knowledge of current legislation relevant to the protection of victims of domestic and family violence, information sharing, Family Law and Child Protection
- KSC8 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:

- Positive Notice – Blue Card or the capacity to acquire
- Current Driver's License and capacity and willingness to drive Organisational vehicles
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.

