



## Applicant Information

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

### Team Leader 12 Month Position (re-advertised)

(TL/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 **18 September 2019**. Applications should be emailed to: [info@domesticviolence.com.au](mailto:info@domesticviolence.com.au)

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

**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.

# Team Leader

## Women, Children and Young Person's Program

### 12 Month Position

The Domestic Violence Prevention Centre GC Inc. (DVPC) is currently seeking applications from individuals who are suitably qualified and/or experienced in the provision of support responses to women affected by domestic and family violence and are committed to working to build 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
- 5 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 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, is available on our website [www.domesticviolence.com.au](http://www.domesticviolence.com.au) - see 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.**



## **Women and Children's Support Program Team Leader**

### **12 months temporary position**

**PROGRAM:** Women's and Children Services Program (T320 and T315)

**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 the Coordinator – Women and Children Services Program

**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)

**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 prior to the issuing of the employment contract.

**ANNUAL LEAVE:** 5 weeks per annum (FTE)

**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.

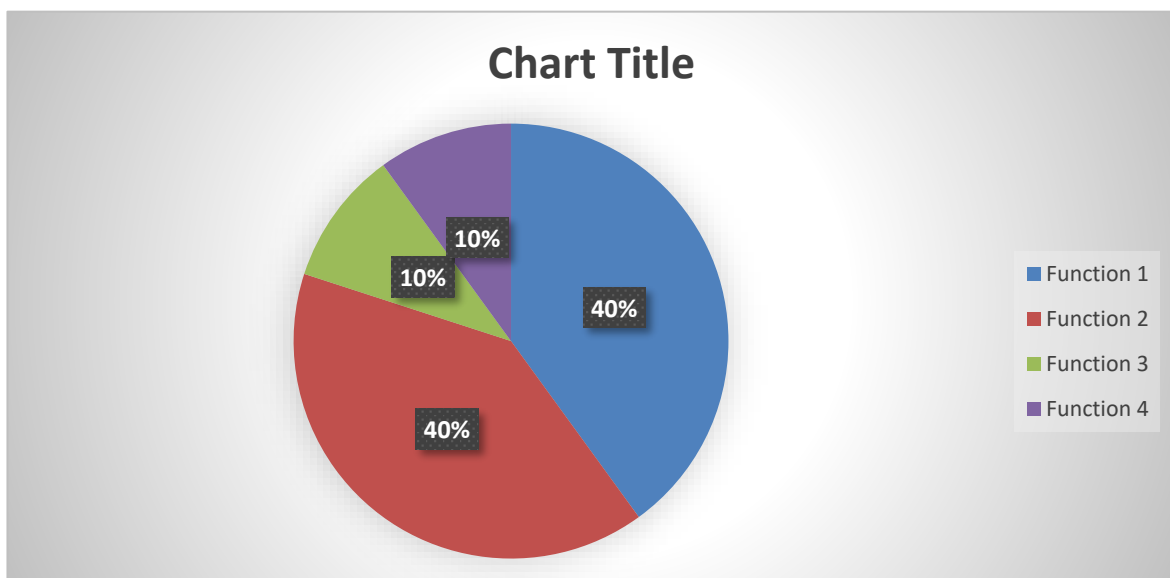
**PURPOSE OF THIS ROLE:** The role will work closely with the Coordinator of the Women and Children’s Services Program (WCSC) to deliver support, mentoring and guidance to the team. This role will provide coverage for the Co-ordinator during leave periods.

This role will monitor and guide the service delivery responses and identify any changes to ensure that women and children receive high quality support in line with the practice frameworks and guidelines. This position will actively collaborate with the WCSC to build a positive team culture and practices that contribute to achieving the strategic goals of the Organisation.

This role will also have a case load component and will be required to deliver responses to woman.

Support will be delivered in accordance with the Service Agreement, the Investment Specifications relating to Women’s Counselling (T320) and Children’s Counselling (T315) and the internal processes, policies, procedures and practices of DVPC.

## KEY ELEMENTS OF THE POSITION



### **Function 1- SUPPORT OF PROGRAM TEAM**

- Provide direction to staff working in the Women and Children's Services Program
- Provide consultation and support to team members to ensure practice and service responses are consistent with DVPC's practice frameworks;
- Monitor, review, development and implementation of practices and processes to ensure continuous improvement;
- Undertake individual and team audits of the database to ensure compliance and consistency of practice;
- Support the development of new staff members;
- Support and oversee staff compliance with Organisational policies and procedures;
- Contribute to the development of a professional and supportive working environment for all staff;
- Maintain professional communication across the team regarding high risk, service delivery and client needs and trends

### **Function 2 – BE A RESOURCE AND AN ADVOCATE FOR WOMEN WHO HAVE EXPERIENCED DOMESTIC AND FAMILY VIOLENCE:**

- 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 specialist counselling to women and who have experienced or are experiencing domestic and family violence;
- 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 3 - SUPPORT THE DEVELOPMENT AND ONGOING SUSTAINABILITY OF THE ORGANISATION**

- Contribute to data collection and evaluation processes to build an evidence base for the work of the program and the Organisation as a whole;

- Participate in the identification of trends to inform appropriate service development both formally and informally;
- Develop training resources and presentations and represent the Organisation at relevant sector and community events; and
- 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 meetings;
- Deliver and participate in training and professional and skills development activities including peer support; and
- Participate in the ongoing development of policy, processes and other organisational development activities.

#### **SUPERVISION**

This 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:**

- KSC 1 Demonstrated experience in supporting women who have experienced 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 2 Knowledge of the complex issues affecting women who have experienced domestic and family violence
- KSC3 Demonstrated ability to support, mentor and guide staff and identify and provide performance development opportunities.
- KSC 4 Demonstrated high level negotiation skills and experience in conflict resolution.

- KSC5 Demonstrated professional verbal and written skills with strong record keeping and administrative skills.
- KSC 6 Demonstrated ability to collect data and prepare reports on performance including outputs and outcome measures.
- KSC7 Demonstrated capacity to work both independently and as part of a team.
- KSC8 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.
- KSC9 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:**

- Educational Qualifications or experience consistent with the requirements of SACS Level 6 Classification
- Positive Notice – Blue Card or the capacity to acquire
- Current Driver’s License and the ability and willingness to drive organisational vehicles
- Applicants must be eligible to legally work in Australia and proof of eligibility may be required.