



Applicant Information

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

Women's Advocate (0.8 FTE) Court Support Program

(CWA/S/7/18)

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 **22 July 2018**. Applications should be emailed to: info@domesticviolence.com.au

Emails should mark the application with the following:
CWA/S/7/18

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.

Women's Advocate (P/T) Court Support Program

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 and children affected by domestic and family violence and are 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
- 5 weeks annual leave (pro-rated)
- Salary sacrificing options

Salary and Conditions: SCHADS Award SACS level 5. The Pay point determined by successful applicant's experience and qualifications.

Applications must be made in writing and received by 11 pm on Sunday 22nd July 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.**

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.



WOMAN'S ADVOCATE – COURT 0.8 FTE

- PROGRAM:** Court Based Services (T321)
- LOCATIONS:** The Organisations main office is located at Southport. This position operates from Southport Magistrates Court with potential to support women at Coolangatta Magistrates Court.
- REPORTING:** This Position has a direct report to the Co-ordinator Court Program
- FUNDING:** The funding for this position is provided by the Department of Child Safety, Youth and Women
- DAYS/ HOURS OF WORK:** This is a part-time position equivalent to 0.8 of a full-time position. The service operates from Monday to Friday 8.30 AM - 4.30 PM (36.25 hours) and the hours of work will be negotiated and are dependent on operational requirements.
- AWARD/ CLASSIFICATION** Level 5 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 (prorated)

Please note:

- **Under section 25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be female**
- **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.**

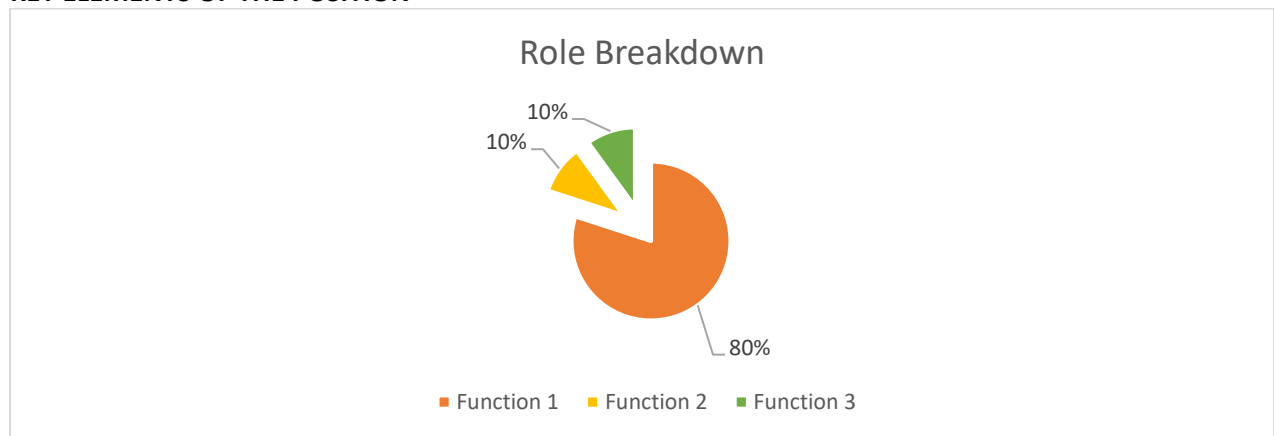
THE ORGANISATION: The Domestic Violence Prevention Centre GC Inc. (DVPC) is a specialist domestic violence service based on the Gold Coast and Beenleigh. It has been operating since 1992. It offers support to women, young people and children who have experienced domestic and family violence and delivers 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 provide support to women who have experienced domestic and family violence and who have court proceedings before a Magistrates Court in relation to domestic and family violence matters, 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, information, advocacy, crisis response, in-Court support 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 the internal processes, practices, policies and procedures of DVPC.

KEY ELEMENTS OF THE POSITION



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

- Undertake risk and safety assessment of women who are access the court 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 emotional support and guidance to women to assist in the communication of their experiences and navigate the court system to achieve protection.

- Assist women to prepare applications for domestic violence orders and variations and revocations to existing orders.
- Provision of information to assist women accessing the Courts to understand the court process, documentation and decisions.
- 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 court systems stakeholders.
- Develop a clear and comprehensive working understanding of the current Domestic & Family Violence 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.
- 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

- KSC 1 Demonstrated knowledge and understanding of contemporary DFV risk assessment and safety frameworks and trauma informed practice and the complex issues affecting women who have experienced domestic and family violence and demonstrated ability to apply this knowledge
- KSC 2 Demonstrated experience working with women who have experienced complex domestic and family violence and the skills to assess risk and safety and provide appropriate interventions within a Court setting including provision of support to make applications and throughout the Court process
- KSC 3 A working knowledge of current legislation relevant to the protection of victims of domestic and family violence, or the ability to acquire knowledge.
- KSC 4 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 5 Excellent time management skills and ability to prioritise workload.
- KSC 6 Demonstrated capacity to work both independently and as part of a team and an ability and commitment to creating a positive work environment and a strong organisational culture while contributing to the development and achievement of the goals and vision of the Organisation

MANDATORY EDUCATIONAL REQUIREMENTS

- Educational Qualifications or experience consistent with the requirements of SCHADS/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.