

Position Description

Title	Specialist Family Violence Case Manager - Colac
Employment Type	Full Time/ Part Time (min 0.8 FTE) fixed term
Reports to	Specialist Family Violence Team Leader
Work Location	Based in Colac 1-2 days in Geelong
Date of review	September 2022

About The Sexual Assault & Family Violence Centre (The SAFV Centre)

Operating across the Barwon, West Melbourne and Wimmera areas of Victoria, The SAFV Centre offers a full suite of services for people impacted by sexual assault and women and children impacted by family violence. Our services include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services;
- Intensive case management and court support for women and children who have or are experiencing family violence;
- therapeutic counselling and group programs for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for women and their children assessed as being at high risk of further harm; and
- early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours.

Our organisation also delivers professional training and community awareness activities and we participate in a range of prevention initiatives to promote gender equality and negate violence supportive attitudes and cultures.

The SAFV Centre acknowledges and respects the traditional Aboriginal custodians of the land. Our organisation is informed by our feminist philosophy and we provide empowering and respectful services, welcoming diversity and inclusion in all we do. The SAFV Centre is a registered Child Safe Organisation; committed to safeguarding children and young people.

Our organisation's practice approach is shaped by contemporary research and evidence that highlights what is most effective when working with people who have been impacted by the trauma of sexual assault and family violence.

In Geelong, we are co-located in the Barwon Multi-Disciplinary Centre (MDC), with Victoria Police Sexual Offences and Child Abuse Investigation Team (SOCIT) and the Family Violence Police Unit and staff from the Department of Families, Fairness and Housing Child Protection practitioners. As a key partner, our organisation provides a highly specialised response for people who are impacted by the trauma of sexual assault and family violence within an integrated and seamless environment.

In addition, our organisation is a partner in The Orange Door that brings together or a mix of staff employed by Family Safety Victoria and staff from Community Support Organisations in the Barwon area.

About the Role

Specialist Family Violence Case Management provides support over a 12-week period to women and children who are experiencing or have experienced family violence. It uses a strong understanding of the gendered and complex nature of family violence and evidence-based risk factors to continuously assess a client's risk and safety, while also addressing other support needs identified with the client.

Accountabilities: *role accountabilities include, but are not limited to;*

- Undertake informed and considered risk assessments for women and children experiencing family violence and implement appropriate safety planning mechanisms.
- Support the client intake function as required and provide accurate information, advocacy, support, referral and resources to women and children who are experiencing or who have experienced family violence.
- Work within a client centred case management practice and deliver evidence-based interventions for women and children from diverse backgrounds which reflect their needs whilst promoting independence, resilience and enhanced quality of life.
- Adopt a trauma-informed approach to your work and empower clients to make choices and decisions about their lives to support their recovery.
- Work collaboratively with:
 - The Orange Door team to support integrated risk assessment and planning, including participating in case conferences and meetings;
 - The Orange Door, Victoria Police, Courts and the Justice system in ensuring a coordinated response for women and children who are experiencing or have experienced family violence;
 - relevant services and share integrated service approaches and learnings with members of The Orange Door team, The SAFV Centre, Barwon MDC and other relevant stakeholders.
- Play an active role in keeping perpetrators of family violence in view and holding them accountable through gathering and sharing information with key agencies.
- Develop and implement a clear case management plan and family action plan in a consultative manner with the woman and her children.
- Maintain an up-to-date awareness of the resources available to women and children to facilitate their access.
- Document accurate and complete records of your work activities in accordance with legislative requirements, departmental and organisational records, information security and privacy policies and requirements.
- Participate actively and prepare for staff, team and organisational meetings and regular supervision meetings with the Team Leader.
- Work towards changing attitudes that promote and perpetuate violence against women and children within society.
- Participate in the on-call roster as required.

- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure and the code of the professional association of which the employee may be a member.

Key Selection Criteria

Your application must address the following:

Essential Qualifications and Experience

- Degree or above qualification in social work, psychology or related discipline.
- Minimum two years' experience working in the family violence sector.

Essential skills and knowledge

- Demonstrated experience and capabilities in the assessment and management of risk, crisis intervention and case management.
- Comprehensive understanding of the issues relating to family violence within a gendered feminist, structural, individual and family context.
- Sound knowledge of the effect and impact of interpersonal trauma on adults, young people, children and their non-offending families.
- Demonstrated ability to advocate, liaise and practice collaboratively across complex systems.
- Demonstrated capacity to apply theoretical frameworks to practice.
- Ability to manage complex and demanding work.
- Demonstrated skills in building relationships with a range of government and other key stakeholders at a systemic and individual planning level.
- Ability to practice independently with a high degree of autonomy and to participate as a member of a team.
- Demonstrated ability to maintain accurate and confidential case notes.

Other

- Commitment to the vision, values and purposes of The SAFV Centre.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

Referees

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

Period of Appointment

This position is ongoing, dependent on the continuation of funding to the service.

Hours of Work

- The position is part-time; the hours of work will be 30.4 hours per week (4 days)
- Location of the position is the Colac office with 1-2 days per week at the Geelong office.

- Hours will usually be worked during business hours of 9am to 5.06 p.m. between Monday to Friday.
- The rostered working days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.

Salary and Conditions

Annual salary range is Specialist Family Violence and Child Protection level 6 pay point 1-3 at \$96,969.60 - \$101,250.24 per annum plus superannuation (pro rata for part time).

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2018.

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

Probationary Period - 6 months with a review conducted during this time.

Employee Responsibility – Mandatory prior to commencement

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewed every 3 years of employment at employee expense

The SAFV Centre requires all employees to be fully vaccinated against COVID-19, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions. All applicants must therefore be able to comply with this requirement.

Other

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, NAME, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: _____

Date: ____ / ____ / ____

Print name: _____