

Position Description

Title	Sexual Assault Case Manager
Employment Type	Full time (1.0 FTE)
Reports to	Specialist Family Violence Team Leader
Work Location	Geelong
Date of review	July 2024

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

The Sexual Assault & Family Violence Centre (The SAFV Centre) was established in 1978 and continues to grow, delivering integrated specialist response, early intervention, education and prevention services and programs.

Supporting the Victorian community throughout Barwon, Wimmera, and the South West regions, we offer a specialist range of support services to all people impacted by sexual and family violence, encompassing 24 hour crisis care, case management, therapeutic counselling and group programs, early intervention programs, refuge and housing support, legal services, professional training and primary prevention initiatives.

In the South West region of Victoria, we offer a range of services to women, children and young people impacted by family violence and also those seeking legal support, and through the delivery of the Victims Assistance Program, we support all people who are a victim of crime, including sexual and family violence.

Working across multiple sites and locations, including co-location within the Barwon Multi-Disciplinary Centre, The Orange Doors in Barwon and the South West, outreach locations and within the locally known service Emma House in Warrnambool, our unique combination of services allows us to respond to those that need us, supporting them throughout their journey toward recovery and resilience, while also educating and working with our communities for gender equality to prevent violence from happening in the first place.

We are a collaborative organisation where work is rewarding and team spirit permeates strong culture, values and a client-first focus. At The SAFV Centre, you have the opportunity to grow, and a connection to purpose that makes a difference to our community.

Role Purpose and Accountability

Purpose

The Sexual Assault Case Manager works collaboratively with the Therapeutic Services and Case Management Team to provide case management support to clients who have experience sexual violence. The position will involve using an evidence based approach to manage risk factors and continuously assess a client's risk and safety, while also addressing other support needs identified with the client. The position will also provide support to the Therapeutic group Programs.

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

Direct Service

- Work with and deliver brief and longer-term case management for individual or families who have experienced sexual assault.
- Complete assessments, and assess immediate and ongoing needs of allocated clients.
- Develop safety and case management support plans, and provide case support for clients. This may include applications for brokerage support, including applications for Flexible Support Packages (FSP), Personal Safety Initiatives (PSI) and Private Rental Assistance Program (PRAP), as eligible.
- Under general direction support the intake system and provide accurate information, advocacy, support, referral and resources to women and children who are experiencing or who have experienced sexual assault.
- Obtain referrals from Counsellor Advocates or SAFV Centre Intake for case management.
- Work within a client centred case management practice and evidence based interventions with clients from diverse backgrounds which reflects their needs whilst aiming to promote independence, resilience and enhanced quality of life, through sensitive practice and applied awareness of different cultural and linguistically diverse backgrounds.
- Under general direction, provide, advocacy, support with making police statements, referral and resources to assist clients to effectively manage and navigate the sexual assault sector systems (such as Courts and Victoria Police), while providing linkages to other supports including housing, mental health, food relief and material aid.
- Provide a trauma-informed approach to empower clients to make choices and decisions about their lives.
- Maintain an up-to-date awareness of the resources available to clients to facilitate their access to services.
- Work collaboratively to support therapeutic groups programs for survivors of sexual violence, including undertaking MARAM assessments, providing support with brokerage and linkages with external supports.
- Document accurate and complete records of work activities in accordance with legislative requirements, departmental records, information security and privacy policies and requirement.
- Actively participate and prepare for staff, team and organisational meetings and regular supervision meetings with the team leader. Adhere to relevant frameworks, standards, policies and procedures of The SAFV Centre.

Organisational Responsibilities

- Participate in staff and program meetings, supervision, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing organisational culture, including by identifying opportunities to improve team work practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure, our code of conduct and the code of the professional association of which the employee may be a member.
- Other duties as required

Key Selection Criteria

Your application must address the following:

Essential Qualifications and Experience

- A relevant graduate or post graduate qualification in psychology, social work or other relevant discipline.
- A minimum two years' relevant experience is desirable.

Essential Skills and Knowledge

- Understanding of a feminist perspective and a gendered analysis in relation to sexual violence, including a broad knowledge of the social factors impacting on experiencing disadvantage and marginalisation.
- Demonstrated experience and capabilities in assessment and risk management, crisis intervention and case management.
- An understanding of the effects and impact of interpersonal trauma on adults, young people, children and their non-offending families.
- Ability to work within an integrated, multi-disciplinary team.
- 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.
- Ability to practice independently with a 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, philosophy, aims and objectives 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 pending continuous funding to the service.

Hours of Work

- The position is full time
- Location of the position is at the Geelong office.
- Hours will usually be worked during business hours of 9.00am to 5.06 pm between Monday to Friday.
- The 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 classification SACS Stream SCHADS Award Level 5 Pay Point 1 plus superannuation (pro rata for part time).

Salary will be commensurate with experience and skills.

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2023.

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
- Working rights in Australia
- Qualification verification

***Minimum mandatory qualifications requirements**

As per the minimum mandatory qualifications requirements via <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners> all candidates wishing to apply for this role must be able to demonstrate that they:

- are considered EXEMPT under the policy
- OR hold a Bachelor of Social Work or other equivalent qualification
- OR have minimum 5 years relevant professional experience, OR a related qualification as per the mandatory minimum qualification requirements.

OR hold significant cultural knowledge and experience or lived experience, and have faced barriers to educational pathways.

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, _____, 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: _____