

	Position Title: Specialist Domestic and Family Violence Practitioner		Team: Case Management and Outreach	Location: Warrnambool <i>Travel and work throughout the Wimmera South West DHHS Region may be required.</i> <i>Travel to Melbourne may be required.</i>
	Reports To: Manager – Client Services	Supervises: There are no direct reports but the position is expected to work collaboratively throughout the organisation	Employment Status: Full Time	Classification: Social, Community, Home Care and Disability Services Industry Award 2010 Level 5 – pay point dependent on skills and experience

ORGANISATIONAL INFORMATION

STATEMENT OF PURPOSE	ROLE CONTEXT
<p>Emma House Domestic Violence Services Incorporated (EHDVSI) was established in 1979 and provides support and assistance to women and their children who are experiencing, or who have experienced domestic violence/family violence. It is the DHHS funded specialist family violence services for South West Victoria. Our range of services can include crisis response, risk and safety assessment and planning, accommodation and / or outreach services, all which are high quality and utilise contemporary best practice models of service delivery.</p> <p>EHDVSI is a feminist organisation and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice. The EHDVSI hope is for a society where women and children live free from family, domestic or intimate partner violence in all its forms, and we work towards this each day.</p>	<p>As a member of the Case Management and Outreach team the Family and Domestic Violence Practitioner provides high quality direct service delivery to the service users of EHDVSI. The following frameworks and approaches underpin the work: a feminist framework, empowerment & strength based approaches, and is trauma informed.</p>

PRIMARY OBJECTIVES OF THE ROLE

The primary objective of specialist family violence case management is the ongoing assessment of the risk posed to a survivor victim and children by the perpetrator and the development and activation of risk management and safety plans to address this risk. The role aims to ensure women and children experiencing or who have experienced domestic violence are provided with the appropriate information, options, referrals, supportive counselling and advocacy to allow them to make informed decisions in regard to their situation.

KEY REPORTING RELATIONSHIPS

The role directly reports to the Manager – Client Services but is expected to work collaboratively across the entire service delivery team.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

KEY ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
Commitment to Personal & Professional Development	<ul style="list-style-type: none">• Understanding of the value of professional supervision and a willingness to participate in reflective practice• Commitment for maintaining an up to date knowledge base on issues relevant to domestic and family violence practice• Willingness to participate in annual performance management processes• Willingness and commitment to attend training and educational opportunities as identified in the annual individual professional development plan and as negotiated with the team leader
Administration, Documentation & Reporting	<ul style="list-style-type: none">• Knowledge of documentation of records within a compliance framework• Knowledge of contemporary case recording principles and the application to service related documentation

	<ul style="list-style-type: none"> • Possession of a variety of strategies to accomplish the completion of administrative tasks within nominated timelines • Willingness to undertake associated administrative work • To collect and collate data as required • Skills to digitally record client information in accordance with agency and funding body requirements
<p>Technical Skills & Knowledge</p>	<p>Programs and Services</p> <ul style="list-style-type: none"> • To provide case management to women and children with a focus on risk assessment and safety planning, advocacy and empowerment • To provide counselling to service users to enable them to set and achieve their personal goals. • To perform comprehensive ongoing risk and needs assessments utilising established frameworks and professional judgement • To utilise clinical skills and experience in the delivery of programs and services to women and their children, including a developed knowledge base and experience in therapeutic approaches and trauma informed work • To participate in the organisations intake service • To make sound clinical decisions independently and as part of a team • To liaise with related services and other stakeholders such as police, courts, child protection, community service providers and housing services • To work closely with the organisation’s other practitioners to ensure the safety of women and children • To make appropriate internal and external referrals
<p>Communication & Teamwork</p>	<ul style="list-style-type: none"> • Commitment to effective communication and information sharing with colleagues, Services and Programs Manager, Team Leaders, the Executive Officer and EHDVSI Board • Willingness to represent the organisation professionally and promote its services appropriately • Ability to work in a well-organised manner, both independently and with team members, and to

	<p>contribute to a harmonious and team-based working environment</p> <ul style="list-style-type: none"> • Understanding of the principles of effective decision-making and dispute resolution processes • Commitment to constructive networking with other agencies, businesses and services
Continuous Quality Improvement	<ul style="list-style-type: none"> • To participate in the organisation's CQI processes • To participate in quality improvement practices and outcomes in accordance with the relevant industry standards. • To participate in the Accreditation process and continuous improvement plan • Contribute to monitoring of service provision to ensure outcomes are in line with internal and external standards, service philosophy and goals • Participation in the development and review of organisational policies, procedures and work instructions as appropriate • Understand the importance of encouraging service users to offer input and feedback about the service via the various channels available
Occupational Health & Safety	<ul style="list-style-type: none"> • Demonstrate an understanding of the shared responsibility for a safe workplace • Understanding of the core responsibilities of an employee in relation to occupational health and safety • Participation in the monitoring of occupational health and safety practices within the workplace, and the addressing of any concerns via the appropriate channels, in a timely manner
On-Call Roster	<ul style="list-style-type: none"> • Participate in the rostered after hours family violence face to face response program and the roster to support the organisation's transitional and refuge housing
Additional Duties	<ul style="list-style-type: none"> • Undertake regular tasks as per requirements • Work within the required financial parameters of the service • Willingness to undertake additional duties as directed and / or negotiated with the Executive Officer • Arrange and provide coverage for those staff supervised during times of absences or leave

	<ul style="list-style-type: none"> • Other administrative duties as required
<p>Child Related Precautions</p>	<p>EHDVSI has an obligation to offer a safe environment for children and is required to ensure all employees are appropriately screened before working with children. Screening occurs via the mandatory Working With Children Check Act (2005), whereby all employees must have received a satisfactory assessment before employment can be confirmed, a satisfactory police record check, the interview process, whereby an applicant’s personal and professional interest in working with children may be explored and the referee check process, whereby information will be sought regarding an applicant’s history regarding working with children.</p>
	<p>EHDVSI acknowledges Aboriginal and Torres Strait Islander people as the traditional custodians of the land on which we operate. We commit to working respectfully to honour their ongoing cultural and spiritual connections to this country.</p> <p>EHDVSI actively values and promotes diversity and is committed to being inclusive and respectful to all. We welcome applications from women and people who identify as women who are Aboriginal, members of the LGBTIQ+ community, from culturally and linguistically diverse backgrounds and women of all abilities.</p> <p>Risk Statement: Risk management is a core component of EHDVSI governance arrangements and compliance across the organisation supports the Board, committees and senior management in their strategic and governance roles. Staff have an important role in contributing to and applying effective risk management within their area of influence.</p>

QUALIFICATIONS, EXPERIENCE AND ABILITIES REQUIRED TO FULFILL THE ROLE

- Bachelor of Social Work or equivalent or a willingness to upgrade from a Diploma of Community Services (Welfare Studies) to a Degree qualification relevant to the field
- Current Victorian Drivers Licence
- Current satisfactory Police Records Check
- Current Working With Children Check
- Commitment to the vision, philosophy, aims and objectives of EHDVSI
- Understanding of the nature, scope and impact of domestic and family violence on women and children
- Understanding of the principles of empowerment for individuals, and women in particular
- Skills to develop and review immediate safety plans in collaboration with the service user
- Possession of a client focused approach that facilitates empowerment and independence for women, and safety and security for service users and their children
- Understanding of and a commitment to advocating against structural inequality as it relates to women and their children
- Knowledge and skills in case management principles and practice
- Ability to undertake considered and comprehensive client safety / risk and homelessness assessments using the MARAM framework and the information sharing schemes.
- Ability to work cooperatively and collaboratively with service users, colleagues and other service providers
- Participation in the delivery of public awareness / community education activities regarding domestic violence issues and the community impact of domestic violence
- Understanding of and a commitment to maintaining professional practice and boundaries

DESIRABLE

- Completion of Domestic and Family Violence specific training, particularly in risk assessment
- A comprehensive understanding of the complex issues and systems that impact upon women and children who have experienced family violence, including the social, political, emotional, legal, medical and economic contexts.
- An awareness of key agency stakeholders
- Knowledge of the principles of gender inequality and feminist theory
- Current First Aid Certificate Level II

APPROVAL

Signature of Manager:

A handwritten signature in black ink that reads "Ruth Isbell". The signature is written in a cursive style with a large, sweeping flourish at the end.

Date: August 2020