

## Position Description

<b>Position Title:</b>	Senior Family Violence Practitioner
<b>Program/Section and/or Portfolio:</b>	Family Services
<b>Location:</b>	Melton. Travel to other locations will be required.
<b>Reports To:</b>	Team Leader, Family Services
<b>Award and Classification:</b>	<i>Social, Community, Home Care and Disability Services Award 2010, Level 5</i>

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

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<b>Compassion</b>	We connect with each other’s stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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## About the Program/Section

The Family Services Response to Family Violence project is funded by the Department Families Fairness and Housing (DFFH) with accountability resting with the Brimbank Melton Child & Family Services Alliance. The project aims to improve the response of the sector in identifying and responding to family violence. The project is provided in collaboration with Good Shepherd Australia New Zealand (GSANZ).

## Position Summary

The Senior Practitioner (Family Violence Specialist) will work in collaboration with, The Orange Door, Child Protection, Vic Police and other relevant agencies to strengthen and improve responses to families where family violence is an issue. The Practitioner will also support the development of plans that aim to enhance the safety and wellbeing of children and young people.

The Senior Practitioner (Family Violence Specialist) will maintain a dual role, undertaking Family Violence Capacity Building and Community Development activities (30hrs per f/n) and Family Services Case Management (45hours per f/n).

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Client Outcomes	<ul style="list-style-type: none"> <li>• Improve assessment, planning and intervention by The Orange Door and Family Services Practitioners where family violence is, or is suspected to be present</li> <li>• Reduce risk of harm to children</li> <li>• Strengthen the engagement of victims and perpetrators with support services</li> <li>• Contribute to improved engagement with perpetrators towards changes in perpetrator behavior and improved child-centered parenting capacity</li> </ul>
Capacity and Capacity Building	<ul style="list-style-type: none"> <li>• Provide support, advice and clinical direction to The Orange Door and Family Support Workers through secondary consultations across the Brimbank Melton Family Services Alliance</li> <li>• Support The Orange Door and Family Services Practitioners to increase safety and stability for families</li> <li>• Conduct regular visits to partner agencies in conjunction with Community Based Child Protection Workers</li> <li>• Encourage joint family violence risk assessments (MARAM assessments), development of safety plans and enhanced information sharing</li> </ul>
Community Development	<ul style="list-style-type: none"> <li>• Provide education sessions to The Orange Door and Brimbank Melton Family Services Alliance partners</li> <li>• Identify the need for, participate in, and/or deliver training and professional development</li> <li>• Supporting linkages and develop partnerships with the family violence sector</li> <li>• Provide project status reports as necessary, including the provision of reports on client data and outcomes</li> </ul>

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	<ul style="list-style-type: none"> <li>• Contribute to the achievement of project targets, program data collection and participate in any evaluation component of the project as required</li> <li>• Contribute to the development of project tools and resources such as clinical templates and other program materials as required to ensure project success</li> <li>• Participate in promotional activities relevant to the project in consultation with CatholicCare and partners</li> <li>• Facilitate engagement and promote joint work between Child Protection, Family Violence Services, The Orange Door and Family Support Services</li> <li>• Assist The Orange Door and Family Support workers to understand and navigate the family violence system</li> </ul>
Service System Outcomes	<ul style="list-style-type: none"> <li>• Contribute to an integrated and collaborative child-centered, family focused service system</li> <li>• Understand the gendered nature of violence against women and children</li> <li>• Recognize and respond appropriately to perpetrator behavior and perpetrator-driven risk</li> <li>• Identify and address systemic barriers to joint practice by specialist family violence services, Child Protection etc.</li> <li>• Improve the quality and depth of information sharing and documentation, including material that may be relevant for legal processes</li> </ul>
Case Management	<ul style="list-style-type: none"> <li>• Provide a case management service for children, young people and their parents</li> <li>• Maintain an active caseload and provide case management support to colleagues when required</li> <li>• Advocate on behalf of the client in areas where there are complex issues with other agencies.</li> <li>• Assist with the provision of information in relation to community resources and services and to support the client in accessing these services</li> </ul>
Operational Focus	<ul style="list-style-type: none"> <li>• Maintain an in-depth knowledge of the family violence support service in the West of Melbourne</li> <li>• Target the use of funding and resources in responding to clients that experience and/or use family violence</li> <li>• Maintain up-to-date and accurate case notes and prepare reports as required</li> <li>• Sound knowledge of the Children, Youth and Families Act, 2005, with a focus on the Best Interests Framework and Stability Planning</li> <li>• Attend internal and external meetings as appropriate. These include participating in relevant meetings with Team Leader/Manager. Any participation at working groups to be agreed and approved by Team Leader</li> <li>• Attend specific professional development/training within the allocated learning and development budget and in line with the performance review document</li> <li>• Participate in regular professional supervision</li> <li>• Contribute to ongoing Quality Improvement as required</li> <li>• Support a culture of Occupational Health and Safety at all times</li> <li>• Other job-related duties as assigned</li> </ul>

The position is also required to perform other duties as lawfully and reasonably directed.

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## Reporting and/or Supervision Relationships and Authority

### Reporting Relationship:

The position reports to and works under the general direction of the Team Leader Family Services.

### Position/s Reporting to Senior Family Violence Practitioner:

Not applicable.

### Authority:

The position exercises a degree of autonomy. Significant decisions require the approval of the Manager (or other person's acting with the Manager's authority).

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

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## Stakeholder Relationships

### Internal Relationships:

- Family Services Team Leader, Manager Family Services and Senior Manager Family Services
- Collaborates with other teams

### External Relationships:

- DFFH, Brimbank Melton Alliance, Western Alliance, Family Violence Sector, Good Shepherd ANZ, The Orange Door

## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

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The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### **Safety of Children, Young People and Vulnerable Adults**

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### **Risk Management, Accreditation and Quality Improvement**

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### **Policies, Procedures and Legislative Requirements**

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

## **Key Requirements**

### **Qualifications and/or Training**

1. Tertiary qualifications in Social Work, Community Welfare or equivalent (i.e. Psychology, Social Science)

### **Experience**

2. Demonstrated experience working in the Child Protection and/or Family Services or Family Violence Sectors
3. Knowledge of and experience of risk assessment frameworks including ~~M~~MARAM and the Best Interests Case Practice Model
4. Proven therapeutic experience in working with vulnerable children, young people and their families especially in the area of family violence.
5. Experience working with clients from diverse communities including those from Indigenous and CALD communities
6. Demonstrated experience in developing and maintaining relationships with other stakeholders in a multi-disciplinary environment, including capacity to problem solve and negotiate with other professionals
7. Sound understanding of working within the DFFH Best Interests Case Practice and Stability Planning models and knowledge of the CFYA, 2005
8. An ability to prioritise tasks and meet deadlines
9. Experience in presenting information/educational sessions to professionals and other groups

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## Knowledge, Skills and Attributes

10. Understanding the gendered nature of family violence and the ability to articulate and apply a practice framework, including engagement and assessment
11. Demonstrated knowledge and high level understanding of:
  - The perpetrator's pattern of coercive control and its impact on children and the ability of the protective parent to safely parent;
  - Mechanisms to restore and enhance safe, child centered parenting; and
  - The capacity to use this knowledge to assist Practitioners achieve improved client and system outcomes
12. Highly developed communication skills including proficiency in the use of the Microsoft suite of computer software and client management systems.
13. Capacity to actively seek out opportunities for personal and professional development
14. Keep accurate and complete records of your work activity in accordance with organizational requirements, information security and privacy policies and requirements

## Child Safety

15. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
16. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
17. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

## Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

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## Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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