

## ORGANISATIONAL OVERVIEW

### ABOUT OUR ORGANISATION

The Centre for Non-Violence Inc. (CNV) is a well-established organisation, with over 20 years' experience in providing specialist family violence programs and services for women and children experiencing family violence and at risk of homelessness, men who use violence in the family and working with families across the continuum of response, early intervention and primary prevention. We provide a range of services for women and children experiencing family violence; programs for men who use violence in the family, including men's behaviour change programs, Making aMENDs (a newly developed program for early intervention and working with the whole family), enhanced intake and case management; a young women's housing program for young women aged 15 to 25 who are pregnant and/or parenting and at risk or experiencing homelessness.

CNV works collaboratively with key stakeholders and partners regionally and statewide, to implement primary prevention approaches, innovative projects and influence coordinated community responses and policy to prevent violence against women and their children. CNV provides a key leadership role and auspices positions that support policy and practice integration and coordination implementation, including: Loddon Campaspe Family Violence Principal Strategic Advisor Co-ordinator and the Loddon Mallee Homelessness Network Coordinator, Communities for Children (C4C) and statewide advisory roles. CNV is active leader and innovator in primary prevention, community education and engagement projects, activities and initiatives.

CNV is also the lead agency for the Loddon Campaspe Integrated Family Violence Consortium that is funded to deliver the full suite of services for women and children experiencing family violence, and programs for men who use violence towards family members.

CNV is a child safe organisation. We value, respect and listen to children and young people. We are committed to the safety, wellbeing and inclusion of all children and young people, including the cultural safety of aboriginal children and young people, culturally and/or linguistically diverse children and young people, gender and sexually diverse children and young people and children with a disability.

CNV has an Employee Bargaining Agreement with its staff, which allows both negotiated salary packaging and flexible working arrangements.

CNV Inc. is duly accredited to both DHS (State) and QIC (National) Standards. Continuous quality improvement is an agency expectation.

#### [Vision Statement](#)

Gender and social equality in a violence free world.

#### [Statement of Purpose](#)

CNV Inc. is working towards its vision of a society free from violence, homelessness, discrimination, poverty and oppression by:

- Being responsive to the needs of women and their children through providing information, resources, housing options, referral, advocacy, education and support;
- Designing and delivering education, prevention and recovery programs;
- Ensuring women and children's rights are upheld;
- Challenging structural, legal and social inequities and advocating for change;
- Advocating for affordable, secure and safe housing options;
- Increasing community awareness of the social and systemic issues affecting women and children.

## Philosophy & Principles

CNV Inc. will be guided by a feminist philosophy and the following principles in its relations with service users, staff, other stakeholders and the wider Community.

- RESPECT is an active conscious process that acknowledges differences and accommodates conflict. CNV Inc. will work in a consistently respectful manner thus ensuring its practice is non-judgmental, validating, confidential, supportive and acknowledges the intrinsic value of each person. Respect engenders trust, empathy and equality between people;
- CO-OPERATION by valuing the strengths and ideas of others. CNV Inc. works collaboratively to develop and maintain relationships to achieve the best outcome(s);
- SOCIAL JUSTICE is an integral part of CNV Inc. practice, actively advocating structural and social change and the development of a society that is just, equitable and respects human rights;
- EMPOWERMENT, supporting women and children through a power sharing approach to identify their own needs and make informed decisions utilising their strengths. Empowerment engenders self-determination and promotes resilience;
- TRANSPARENT AND INCLUSIVE PRACTICES ensure rights are protected and advocated for and that the service is accountable to stakeholders and the Community;
- DECISION MAKING processes based on participation, consultation and information sharing, whilst respecting and acknowledging different roles, responsibilities, functions and skills

## Centre for Non-Violence Inc. (CNV Inc.)

### POSITION DESCRIPTION

#### POSITION SUMMARY

Title:	<b>Pet Accommodation and Treatment Support Program Projects Officer</b>
Classification:	Social and Community Services Award (SACS Award) Social Worker Class III. Translates to Social, Community, Home Care and Disability Services Award 2010 – Level 6, pay point dependent upon experience.
Team/Unit:	Prevention and Development
Work Location:	Office in Central Bendigo (with other work as negotiated across the Loddon and Mallee areas)
Hours:	0.5 EFT position negotiable (19 hours per week)
Length of contract:	casual up to 6 months)
Salary Range:	
Accountability:	Reports directly to the Coordinator Loddon Mallee Homelessness Network

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#### POSITION DETAILS

The Pet Accommodation and Treatment Support (PATS) Project Officer sits within the Loddon Mallee Homelessness Network to support organisations and professionals to provide accommodation and treatment support to pets of women, children and families accessing services within the network and develop resources, information and access to brokerage support.

#### Vision Statement- Loddon Mallee Homelessness Network

Affordable, safe, sustainable housing for everyone in the Loddon Mallee Region

#### Overview

The Loddon Mallee Homelessness is comprised of Specialist Homelessness Services (SHS) that operate out of range of agencies in the Loddon Mallee region.

These agencies are located in towns across nine shires; Macedon, Mount Alexander, Central Goldfields, City of Greater Bendigo, Campaspe, Gannawarra, Buloke, Swan Hill Rural City and Mildura Rural City

Some of the agencies are specialist services that support people experiencing family and domestic violence or mental health issues, while others work with indigenous people or young people. All of the SHS programs provide support and assistance to people who are either at risk of becoming homeless or experiencing homelessness.

## Purpose

The Loddon Mallee Homelessness Network provides co-ordination for many of the activities of these agencies including; training, collaborative work, information sharing, policy responses, identification of common issues and development of solutions, raising public awareness of homelessness and family violence and worker and agency support.

## Context

The Network is auspiced by CNV Inc. (formerly EASE - Emergency Accommodation and Support Enterprise) who provide staffing, Human Resources and operational administrative support to Loddon Mallee Homelessness Network.

With the support of the LOMA Network Coordinator, strategic planning and key decision making is facilitated through consultative mechanisms and takes direction from the broad membership, Steering Group and Local Area Support Network (LASN).

The Pet Accommodation and Treatment Support (PATS) Project Officer is supervised by the LOMA Coordinator and works closely with the Children's Resource Program.

## Scope

The PATS role will undertake a project to explore regional pet accommodation and treatment support needs, develop partnerships with key animal support service providers and provide recommendations for accommodation and treatment support, brokerage and a model of support to better respond to women, children and families experiencing homelessness, family violence and/or risk of family violence with pets, while also fostering links between agencies in the Loddon Mallee region.

The position is tasked with providing a systemic response to local and state-wide issues, advocating for structural reform and improved resources for women, children and families with pets affected by homelessness or housing crisis.

Further information is available at [www.loma.net.au/](http://www.loma.net.au/)

## Auspice Agency CNV

CNV Inc. has three major areas of operation: Client Services, Prevention and Development and Operations.

Our Client Services Division delivers a range of programs to the community including domestic violence outreach services for women and children experiencing family violence and/or homelessness; counselling for women and children experiencing family violence; young women's housing programs; alcohol and other drugs supported accommodation program; programs for men who use violence towards family members including men's behaviour change, enhanced intake and case management.

Work teams within the Client Services Division are called pods. Pods are small integrated teams of workers with representation of our various client programs including those supporting men, women and children. Pods work with clients from intake to closure using a key worker model.

Our Prevention & Development Division provides a range of community engagement, research, advocacy and prevention programs and projects including the auspice of the Family Violence Regional Integration Co-ordination program; the Loddon Mallee Homelessness Network including the regional Children's Resource Worker program and Communities for Children (C4C).

Our Operations Division is responsible for all of our human resources, asset and financial management, OHS, quality assurance and administrative support to the organisation.

An Annual Work Plan guides the organisational priorities, which are informed by the CNV Strategic Plan and Continuous Quality Improvement Work Plan.

This position offers an opportunity to work with a respected community organisation and its skilled teams, to develop new skills, to participate in professional development and community education in several vital fields (family violence and homelessness), and to work across collaborative partnerships.

## Position Objectives

The Pet Accommodation and Treatment Support Projects Officer is instrumental in establishing strong, effective and professional relationships with key stakeholders to explore

### Support to homelessness services

- Developing guidelines and practice advice to improve services and support for women, children and families requiring pet accommodation and treatment support
- Providing support to workers and agencies to advocate for and assist in meeting the needs of women, children and families experiencing homelessness and family violence.
- Develop the PATS brokerage and resource program for the LOMA network, create information, resources and access to pet accommodation and treatment support (through developed criteria and processes)

### Project management, skills and knowledge

- Identify, engage and consult with key stakeholders within specialist homelessness services and related sectors in the PATS project
- Develop a project plan and methods to identify and capture pet accommodation and treatment support needs across the Loddon and Mallee areas and implement key recommendations
- Participate in and support regional networks to consult with key stakeholders and share project findings across the LOMA network
- Support LOMA network workforce capacity building in identifying and responding to women, children and family needs in relation to pet accommodation and treatment support

### Service system development

- Build the capacity of agencies and networks to meet the needs of women, children and families experiencing homelessness and family violence with pet accommodation and treatment support needs
- Participate in LMH Network, Local Area Service Network, regional and state-wide initiatives and strategic planning to implement project recommendations
- Create links with services in the community including local council, education, health, family violence, child protection and early childhood services to implement the project model and share project findings and resources



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- Develop key resources and information about services and supports to LOMA network in providing access to pet accommodation and treatment support

### **Community Development**

- Develop regional networks for pet accommodation and treatment support across the Loddon and Mallee areas
- Explore opportunities for additional resources and funding to support project implementation and sustainability through the implemented project model and evaluation
- Capture and report key findings and evaluation, so that the model can be shared with other networks
- Develop a working group to support project implementation, evaluation and consultation with specialist homelessness services and related sectors throughout

### **Research**

- Undertake a literature search on pet accommodation and treatment support
- Promote and share good practice and key project findings
- Contribute to practice knowledge through literature, reporting, resources and professional capacity building presentations

## Key Responsibilities & Accountabilities

Key Result Area	Major activities	Performance Measures
<p><b>1. Identify all aspects of pet accommodation in the context of people experiencing homelessness.</b></p> <p><b>2. Implement and review findings.</b></p>	<p>Identify gaps in service provision around accommodation of pets when people are experiencing homelessness or housing crisis.</p> <p>Communicate professionally and transparently about the project goals.</p> <p>Undertake a literature search to identify relevant research and existing services that support pet accommodation in relation to the experience of homelessness or housing crisis.</p> <p>Liaise with pet accommodation providers, Local Council Services, RSPCA and Veterinarians to identify specific needs of animals and the context of service provision by specialist animal services.</p> <p>Develop a position statement demonstrating the relevance of including pets in families to retain family connectedness during crisis and identifies the well-being of animals as a priority.</p> <p>Define program parameters and develop program guidelines.</p> <p>Evaluate initial program implementation.</p>	<p>Conduct interviews and surveys with homelessness workers to across the Loddon and Mallee areas.</p> <p>Provide a report on findings inclusive of emerging themes, impact on service providers and clients, and practical aspects of support.</p> <p>Collate and document information from a broad range of sources, providing analysis in a summary report.</p> <p>Provide a report on findings and document emerging themes.</p> <p>Identify and document existing supports for people in access to pet accommodation and related services.</p> <p>Identify and document pet accommodation and related service providers who would be interested in developing a system of support and referrals for services.</p> <p>Compile recommendations and priorities in a final report documenting key findings.</p> <p>Produce clear program criteria and brokerage application process.</p> <p>Produce program application form and develop a sustainable, streamlined system for brokerage application.</p> <p>Promotion of the project outcomes through presenting at SHS programs and electronic advertising and distribution.</p> <p>Survey SHS program staff to determine efficacy of PAP and collate case studies that demonstrate use of PAP resources.</p>
<b>3. Team work</b>	Actively contribute to the LMH Network and the project team.	Present professionally and demonstrate commitment to CNV's policies, procedures and code of ethics in the implementation of the project while engaging and working with stakeholders
<b>4. Maintain accurate records and complete data analysis.</b>	Ensure that all information is stored appropriately and sensitive information protected.	Maintain up to date, accurate records of collated data and conversations.
<b>5. CNV Code of Ethics</b>	Adhere to CNV Code of Ethics	Core values are reflected in decision making and behaviour in professional relationships.

## KEY SELECTION CRITERIA

1. Tertiary qualification in a relevant field e.g.; welfare or humanities
2. Knowledge about causes of homelessness and housing crisis, and understanding of homelessness/housing and related sectors
3. Experience in undertaking project work and/or community development
4. Excellent communication and interpersonal skills
5. Knowledge and experience of developing and uploading website content, utilising basic graphic design and web-based collaboration tools
6. Ability to work in a genuinely consultative fashion with a wide range of people
7. Ability to work with advisory/working groups
8. Ability to write funding submissions and clear, concise reports
9. Ability to work both co-operatively and independently as required by different aspects of the job
10. Ability to problem-solve and develop strategic responses
11. A current motor car driver's licence.

## SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of housing and homelessness sector philosophy, related government policy and agency procedures.
- Knowledge of roles, programs and agencies intersecting with homelessness services.
- Knowledge/understanding of family violence and the effects of homelessness on women, children and families and their pets

## APPLICATION PROCESS

### How to apply

To be considered for shortlisting and an interview, applications must include the following:

- Covering letter;
- Each Key Selection Criteria must be addressed, and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application. You will need to demonstrate that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position.
- Current Resume;
- The names and contact details of three professional referees, ideally one should be from your supervisor and from your most recent employer;
- All application enquiries, please contact Mellissa Edwards (03) 5430 3000.

### Safety Screening and Mandatory Criteria

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process;
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check;
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment;
- All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process;
- Employee's must hold a valid driver's licence.

<b>CLOSING DATE:</b>	<u>APPLICATIONS</u> <b>Tuesday 28 May 2019 at 5 pm</b>
Email to:	<a href="mailto:vacancies@cnv.org.au">vacancies@cnv.org.au</a>
Or mail to:	General Manager, Prevention & Development Centre for Non-Violence Inc P.O. 958, Bendigo 3552
Mark envelope:	Private and Confidential Centre for Non-Violence Inc

## RELEVANT INFORMATION

### BENEFITS OF WORKING WITH CNV

- Attractive salary packaging, can earn up to \$15,860 tax free
- Above award wages and generous EBA conditions
- Excellent work/life balance
- Supportive and friendly organisational culture
- On-going training and development opportunities

### ROLES AND RESPONSIBILITIES

All employees are responsible for ensuring that they comply with all CNV's policies and procedures. All employees are responsible for the efficient and effective use of resources.

All employees are expected to work as part of a committed team that meets clients' expectations by providing a responsive and high-quality service delivery, in a respectful and dignified manner. This includes being part of the delivery of programs and services to standards of improvement required for our accreditation process.

### PRE-EMPLOYMENT CHECKS

CNV has a duty of care to its clients to create and maintain a safe, health working environment; therefore, any persons employed by CNV will be required to undergo satisfactory pre-employment checks, including 3 professional referees, a pre-existing Health declaration, a criminal records check and proof of identify and qualifications. Only criminal history that is relevant to the inherent requirements of the position is taken into consideration.

### PRE-EXISTING MEDICAL CONDITION CHECK

Under Victorian Workcover legislation, it is the applicant's duty to advise CNV of any pre-existing medical condition/s, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardize any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.

### CODE OF ETHICS

The code of ethics provides the parameters for acceptable and unacceptable behaviour while at work or while on work related business off site. All employees of CNV are to act in the best interest of CNV as a whole with honesty, in good faith and with due care and diligence. All employees must comply with CNV's Code of Ethics and agree to work according to our values of; Respect, Co-Operation, Social Justice, Empowerment, Transparent and Inclusive Practices Decision Making.

CNV has a zero tolerance of child abuse and our Code of Ethics enforces appropriate behaviour and expectations with children. A Child Safety Officer has been appointed and can answer questions or concerns in relation to child safety.

### PROBATION PERIOD

The position is subject to a 6-month probation period during which time you will receive advice and guidance to help you become familiar with and competent in performing the requirements of the position. During this period, either party can terminate employment with one week's notice. A probationary review before 6 months will be undertaken.

### OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

CNV is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others;
- Participate in Occupational Health and Safety training;
- Assist with audits of work procedures, equipment and workplaces.

- Identify areas of improvement and contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.

Any OH&S matters must be reported to either the OH&S Rep, General Manager, Operations or the relevant Manager.

## RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management.

Employees are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, CNV's Risk Management Framework
- Report all hazards and incidents of which they become aware.

## USE OF CONFIDENTIAL INFORMATION

Employees shall not use confidential information to gain advantage for themselves or for any person or body, nor shall they use this information improperly to cause harm to any person, body or CNV.

Both during and after employment with CNV, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

## PRIVACY

CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principles (APPS) and is committed to protecting the information it collects, monitoring its use and maintaining its integrity. Therefore, any information collected will be solely for the primary purpose intended and will be destroyed when no longer required.

## NON-SMOKING POLICY

CNV has a no-smoking policy which prohibits smoking in all CNV's buildings and vehicles.

## EQUAL OPPORTUNITY

CNV offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## DIVERSITY

CNV is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people living with disabilities and culturally and linguistically diverse backgrounds.