



Total Workforce Services

**Applicant Information Package
for the opportunities of**

**Safety Action Meeting Coordinator
Full Time
35 hrs per week**



Blacktown
Women's and Girl's Health Centre

APPLICATIONS CLOSE:

COB (5pm) Friday 29th May 2020

Dear Applicant,

Thank you for your interest in the position. This package contains the information you require to apply for the positions, including:

- Overview about the Employer
- Job Description for each role
- Selection Criteria

About the employer...

Our client Blacktown Women's and Girls Health Centre (BWGHC), is a feminist, non for profit charity meeting the needs of excellent health and wellbeing initiatives for women and girls and envisages a community in which women exercise equal rights, choose their own destiny and have a safe environment for themselves and their children. BWGHC work towards this by providing counselling, information and referral, advocacy, capacity building and support services to clients.

The organisation has been established in the area for over 30 years as one of 20 Women's Health Centre's across NSW. Over this time, the BWGHC has grown and evolved to run a range of programs including women only Doctor and Nurse Clinics, Early Childhood Clinics, Legal Services, Drug and Alcohol support and advice, Counselling (Generalist and Domestic Violence), Case Work, Group Work and Information Services and auspice the North West Sydney Women's Domestic Violence Court Advocacy Services.

Their Mission

BWGHC are committed to providing a professional, affordable and holistic gender-informed service promoting health, wellbeing and empowerment for women, delivered in a caring, non-judgemental, respectful and safe environment.

They achieve this by:

- Providing a holistic women's health service to the community.
- Educating women and children so they can make informed choices about healthcare and well-being.
- Empowering women and children to make informed choices throughout their lives.
- Providing a safe place for women and children.
- Advocating for and supporting women from a feminist perspective.

Values

BWGHC recognise that women's health encompasses the physical, spiritual, environmental, emotional and social wellbeing of women and girls. BWGHC offers a holistic approach to understanding, managing and supporting women, girls and the broader community in the Blacktown LGA to make informed decisions about their own health and wellbeing. This approach is based on feminist philosophy, with an emphasis on respect and empowerment for all women and girls.

BWGHC values are:

- Dignity – we treat all people in a way that is respectful of their diversity and as valued individuals.
- Compassion – in our interactions with people, we strive to be kind and empathic.
- Optimism – the unwavering belief in the positive potential inherent in people and society.

The Community

BWGHC provides health and well-being services to women and girls in Blacktown LGA, a 'huge and diverse' area with high levels of cultural and linguistic diversity.

Many areas of Blacktown LGA experience high levels of socio-economic disadvantage, poor health outcomes and high levels of unmet need when it comes to service provision.

The area is also experiencing rapid urban development and population growth and is now one of the most densely populated Local Government Areas in Western Sydney, further increasing the demand for services.

Leave work each day feeling part of making a difference to the local community! Find out more about BWGHC:

www.womensandgirls.org.au

Some of the great benefits provided to employees...

- Salary Packaging – increase your take home pay
- Some above Award conditions
- Opportunities for multi skilling and up-skilling
- High level of diversity in role
- Excellent working environment

Salary Packaging...

This employer has been endorsed as a Public Benevolent Institute (PBI). As such, they can offer their employees access to salary packaging benefits. Salary packaging offers significant tax benefits which present an opportunity for you to increase your take home pay by allowing you to take part of your income as a tax-free benefit. Salary packaging is completely voluntary but if you choose to utilise this, it can decrease your taxable income and therefore tax paid, increasing the amount you take home each pay period.

About the Program...

The aim of the North West Sydney Women's Domestic Violence Court Advocacy Service (NWSWDVCAS) program is to provide women experiencing domestic and family violence with threat assessment and safety planning, case coordination, information and Court Advocacy for clients in obtaining legal protection through an Apprehended Domestic Violence Order and provide liaison and secretariat support for Safety Action Meetings (SAMs). NWSWDVCAS also work in cooperation with other services at BWGHC.

About the Position...

Reporting to the NWSWDVCAS Manager this role coordinates and monitors the Safety Action Meetings (SAM) in a certain NWSWDVCAS area. This includes secretariat support (developing SAM agendas, recording Safety Action Plans) as well as other responsibilities such as data entry, reporting, networking, community engagement.

Position Details...

Location:	Blacktown, NSW
Hours per week:	35 hours per week in total
Days of work:	Mon-Fri
Term:	Full Time Fixed Term, contracted to 30 June 2024
Award Coverage:	Salary and conditions of employment will be as described in the NSW SCHADS Award.
Salary:	Salary classified at Level 6. Pay point to be determined with successful applicant based upon skills and experience. Details of this hourly rate can be found here on the Fair Work website.
Positions available:	There is 1 vacant position being advertised.
Travel:	Although based at Blacktown, this position works across the whole Blacktown LGA so some travel may be required from time to time.

Probationary Period...

A six-month probationary period applies to all positions at this employer from the date of appointment. A probationary review will be conducted prior to conclusion of this period.

Child Related Employment...

This role is classified as child related employment and as such, the successful applicant will be required to provide a copy of current clearance of a paid employment type NSW Working with Children (WWC) check (under the Child Protection (Working with Children) Act 2012). A copy of the letter you received from the Office of the Children's Guardian confirming your identity, your NSW WWC check number and expiry date is suitable.

If you don't currently hold a NSW WWC check, you do not need to gain this prior to applying for this job. Please accept this as advanced notice that should you progress through the recruitment process as far as to being offered the role, you would need to agree to apply for a check without delay as it can take up to 4 weeks to process. Fees involved are generally tax deductible.

However, if you currently hold a WWC check from another state or you hold a volunteer type NSW WWC, legislation does allow for you to start in the role assuming you apply to transfer to a new paid employment check within 3 months. So again, please note you do not need to gain this prior to applying for this job.

For more information, please visit the Office of the Children's Guardian website

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

The Position Description...

JOB DESCRIPTION

Safety Action Meeting Coordinator

Hours:	35 hours per week
Date start:	1 July 2020
Award/Rate of Pay:	SCHADS AWARD Level: 6
Accountabilities:	Manager, NWSWDVCAS

Position summary: The Safety Action Meeting (SAM) Coordinator manages the SAM in a certain area.

Reporting directly to the NWSWDVCAS Manager, the SAM Coordinator must demonstrate strong interpersonal and organisational skills in order to effectively manage the running of SAMs.

It is recommended that this role is remunerated in with line with a Grade 5 (minimum) for a Social and Community Service Employee under the Social, Community, Home Care and Disability Services Industry Award 2010 (Cth). The specific level of remuneration is dependent on the worker's experience.

DESCRIPTION OF DUTIES

This role includes, but is not limited to, the following key responsibilities:

1. Coordinating and monitoring SAMs in the NWSWDVCAS area including secretariat support (developing SAM agendas, recording Safety Action Plans);
2. Liaising with clients in relation to Safety Action Plans developed at SAMs and/or support provided, or arranged, by the NWSWDVCAS;
3. Ensuring timely data entry, and providing timely feedback regarding CRP referrals to the WDV CAP Unit where there are issues;
4. Working with the NWSWDVCAS Manager to develop and administer policies, systems and processes for the effective operation of SAMs;

5. Complying with the SAM Manual, the Domestic Violence Information Sharing Protocol, the WDVCAP Policy and Procedure Manual and any other operational documents;
6. Assisting the NWSWDVCAS to comply with reporting requirements under the WDVCAP Service Agreement, WDVCAP Policy and Procedure Manual, the SAM Manual and other operational documents in relation to NWSWDVCAS responsibilities;
7. Building and maintaining constructive and positive working relationships with SAM members, in particular the SAM Chair and DVLOs; and
8. Participating in relevant community engagement activities.

Selection Criteria:

1. Tertiary qualifications in relevant field such as Social Work/Social Science/Counselling/Case Management
2. A minimum of 1-year experience in a similar role (i.e. working with women in domestic/family violence specialist service/role)
3. Personal and professional commitment to working within Blacktown Women's and Girls Health Centre's mission, values and feminist framework
4. Strong understanding of domestic and family violence, its complexities and consequences (formal training in this area would be highly regarded)
5. Knowledge and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues
6. Excellent networking skills
7. Excellent communication skills, particularly in negotiation, advocacy and conflict resolution
8. Excellent organisational and administrative skills
9. Computer skills and experience in record keeping and documentation skills
10. Ability to provide clearance of an NSW Working With Children check (or willingness to obtain)
11. Ability to successfully complete the criminal background check (or willingness to obtain)
12. Current Driver's Licence

13. Ability to deliver services in accordance with the WDVCAP model of service delivery outlined in the WDVCAP Service Agreement, this Policy and Procedure Manual, the SAM Manual and operational documents

BWGHC considers being a woman a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act.

Funded by NSW Department of Health Administered by Western Sydney Local Health District and Legal Aid NSW.

Recruitment process...

- Short listing of applicants for interview and notification is normally completed within a one to two-week period. Likewise, unsuccessful applications will be notified in this timeframe also
- You may be invited to initially participate in a brief telephone interview to discuss your application further and your suitability for the role
- It is standard practise to interview with a Selection Panel. This Panel is responsible for assessing applicants for the position based on the Selection Criteria. Selection panels are usually comprised of 2 or more members
- Please accept this as advance notice that interviews are anticipated to be scheduled on Tuesday 2 June 2020 and perhaps a day thereafter if required, so please ensure you are available for interview should your applications be successful
- Anticipated start date for the role is 1 July 2020

How to Apply...

Please send us your resume which should include details of your previous work history with a brief description of duties associated as well as your educational history. You should also include 2 professional referees (or be willing to provide these details at a later date if you proceed in the recruitment process).

All applicants will need to address the selection criteria as mentioned in the ad/Position Description. The reason our client requires this information as it helps them make an informed decision about your suitability for the role and if you should proceed to interview. Addressing the selection criteria doesn't need to be a lengthy process, a few sentences to each is fine. It's all about allowing us a chance to get to know you a little deeper in things that might not be covered specifically in your just your resume.

The easiest way to apply is to fill out the electronic application form on our website:

<https://www.totalworkforceservices.com.au/job-board>

Alternatively, if you prefer to email your application to us, please use the alternate version of the application form below and return to us along with your resume to the following email address:

jobs@totalworkforceservices.com.au

Receipt of your application will be confirmed by email.

Still looking for more information?

If you have any questions or would like to talk a bit more about this job before applying, please feel free to call us on (02) 4555 4634

Thank you for your expression of interest regarding this great opportunity.

Good Luck!

Attachment 1

Employment Application Form

Personal Details

First Name:

Preferred Name (if different):

Surname:

Phone

Business Hours:

After Hours:

Email address:

 @

Application Details

Position you are applying for:

003BWG – Safety Action Meeting Coordinator

What interested you in applying for this position?

Where did you see this job vacancy advertised?

Referee Details

(Please provide 2 professional referees who can comment on your work skills. One must be a recent supervisor. Please note we would not contact referees until after the interview stage)

Name:

Organisation:

Title:

Phone:

Name:

Organisation:

Title:

Phone:

OR I would prefer to provide these details upon request

Additional Details

What is your current work authorisation?

- I am an Australian Citizen/ permanent resident
- I hold a current working VISA
- I require sponsorship to work in Australia

Do you hold a current NSW Driver's License

- Yes
- No

Have you ever worked for BWGHC House before?

- Yes
- No

Do you hold a current NSW paid employee Working with Children check clearance?

- Yes

Clearance number: WWC _____ E

Expiry date: /

- No

- My application is imminent; I will have this soon
- I can apply for this if required

Response to selection criteria form

1. At BWGHC, being a woman is a genuine occupational qualification for this position under s.31 of the Anti-Discrimination Act 1977 (NSW). Please confirm you are a woman by ticking this box
2. Please list your tertiary qualifications in relevant field such as Social Work/Social Science/Counselling/Case Management

3. How many years' experience do you have working in a domestic/family violence specialist service/role?

None

Less than 1 year

1-2 years

2-5 years

More than 5 years

4. Please comment on your personal and professional commitment to BWGHC mission and values and working within a feminist framework

5. What is understanding of domestic and family violence and how they impact women/girl's and children's health?

6. What is your understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues?

7. Please comment on your ability to work with the local community to promote awareness of domestic and family violence and NWSWDVCAS services

8. How would you rate your communication skills, particularly negotiation, advocacy and conflict resolution.

9. What experience do you have in record keeping and documentation?

Applicant Declaration

I declare that the above information provided by me is true and correct.

Signature: _____

Date: _____