

Position description

Position title:	Team Leader for Specialist Family Violence Intake, The Orange Door
Job reference no:	25514
Salary:	Dependent on qualifications and experience
Classification:	Dependent on qualifications and experience
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022 Or; Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Hours:	38 hours per fortnight, Monday, Tuesday's and every 2 nd Friday
Position tenure:	Permanent
Remuneration benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (including novated leasing and loyalty program) • Access to discounted private health insurance
Work unit / location:	Latrobe Valley and other locations as required
Reports to:	Manager Behavioural Health Programs
Program:	Behavioural Health Programs
Contact person:	Paula Gibb, Manager Behavioural Health Programs on 5136 5289
Application closing date:	Sunday 23 August 2020

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Our integrated service model means you'll provide your specialist expertise as part of a holistic solution for clients. Knowing that co-morbidity is often an impediment to effective client outcomes, you'll experience a greater sense of satisfaction in knowing your expertise is combined with others to achieve better client outcomes.

We recognise co-morbidity is an issue, and that better community health outcomes are achieved by treating the whole person, not simply isolated conditions. We structure our operations to combine the variety of allied health, social, community and medical services our communities need.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Support and safety hubs, known as The Orange Door, the Team Leader for Specialist Family Violence Intake helps women, children and young people experiencing family violence, and families who need support with the wellbeing and development of their children. This position helps connect people directly to services and provides a coordinated response to a range of different needs, and where required a whole-of-family violence response including holding perpetrators to account.

Reporting to the Manager of Behaviour Health Programs (BHP), the Team Leader for Specialist Family Violence Intake is responsible for leading a small LCHS team of men's family violence perpetrator intake practitioners who undertaking client screening, assessment, crisis responses, service planning, targeted interventions, allocation and referrals. The position is based at The Orange Door, Inner Gippsland Support and Safety Hub (Morwell), however may require outreach to other sub regional locations.

Initially the scope of the role focusses on intake and responses for men who are perpetrators of family violence. Overtime it is expected the role may broaden to include specialist integrated family violence responses for women, children and families.

Key objectives, duties and responsibilities

Leadership

1. Ensure the provision of service responses for women, children and young people experiencing family violence, perpetrators of family violence and families in need of support.
2. Identify and mitigate issues, which may adversely impact on client outcomes.
3. Ensure the team adheres to relevant frameworks, the Multi Agency Risk Assessment and Management (MARAM) the Family Violence Information Sharing Scheme (FVISS) and the Child Information Sharing Scheme (CISS), No to Violence standards, policies and procedures of The Orange Door and Latrobe Community Health Service.
4. Meet team service delivery performance and data reporting requirements.
5. Manage the day to day team operational requirements, including:
 - Staffing and workloads.
 - Assigning clients to practitioners.
 - Day to day supervision and support to staff.
 - Approving client referrals to services outside of the Hub.
 - Overseeing team integrated practice responses which may include screening and triage, risk assessment, crisis response, targeted interventions, allocation and coordinated referrals consistent with the Integrated Practice Framework, Operational Guidelines, Service Specifications and relevant risk assessment tools and frameworks.
 - Identify when a Central Information Point (CIP) request may be required and action.
 - Lead and/or participate in relevant supervision, training and other meetings as required by The Orange Door and LCHS

Delivering integrated intake service responses

6. Respond to intake enquiries including but not limited to telephone, self and L17 Portal referrals and secondary consultations.

7. Deliver screening and triage, assessment, crisis responses, service planning, targeted interventions, allocation and coordinated referral consistent with the Integrated Practice Framework, Operational Guidelines, Service Specifications and relevant risk assessment tools and frameworks including No to Violence standards.
8. Access (as required) information from the Central Information Point (CIP) to enable a stronger risk assessment of male perpetrators of family violence.
9. Participate in facilitated case discussions, led by the Integrated Practice Leader, Advanced Family Violence Practitioner and Aboriginal Practice Leader.
10. Contribute to consultation, planning and information sharing (as per Family Violence Information Sharing guidelines) both internally and with external agencies.

Maintain partnerships and build relationships

11. Create and sustain strong interagency connections with local Aboriginal Services, Corrections and Court Services, Housing, Child Protection, Victoria Police, Specialist Mental Health Services, Alcohol other Drug, Disability and other stakeholders

Administration

12. Maintain accurate and complete records of work activities in accordance with legislative requirements and the department's records (Client Relationship Management (CRM) system), information security and privacy policies and requirements
13. Maintain accurate up to date client files utilising required systems and processes.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated understanding of contemporary family violence practice including the challenges associated with engaging perpetrators, victim survivors and families to address safety and well-being concerns.
2. Experience leading a small team within an environment where individual and team performance is monitored to achieved timely service responses and equitable work distribution across the staff group.
3. High level of collaboration and stakeholder engagement skills.
4. Proven ability to provide staff with advice and direction regarding complex client cases, including crisis support, risk assessments and safety planning.
5. Competency in key components of Microsoft office applications combined with the ability to learn and adapt to new information technology systems.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Significant relevant experience in the field of Counselling, Social Work, Criminology or equivalent and a relevant tertiary level qualification.
2. Current Victorian Driver's License.

Other requirements:

3. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
4. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
5. Prior to appointment, credentialing documentation must be completed and verified.
6. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
7. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Aged and Community Care
Date:	6 August 2020

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /