

POSITION DESCRIPTION –Domestic & Family Violence Specialist Worker (Aboriginal Focus)

REPORTS TO:	WDVCAS Manager
GRADE/AWARD/LEVEL:	SCHADS Award Level 5
WORK LOCATION:	Naremburn Family Centre
PROGRAM:	WDVCAS
WORKING WITH CHILDREN:	Clearance Required

PURPOSE

The Domestic and Family Violence (DFV) Specialist Worker - Aboriginal Focus assists the Manager in service delivery. The DFV Specialist Worker Aboriginal Focus exercises a high degree of autonomy, providing high-level advice to ensure the WDVCAS is relevant, accessible and responsive -specifically to promote the welfare of Aboriginal women and their children.

This position is a full-time position. It includes the capacity for the DFV Specialist Worker -Aboriginal Focus to engage in community engagement and/or outreach activities, on average two days per week. Community engagement and/or outreach activities are critical in assisting the DFV Specialist Worker Aboriginal Focus to build trusting relationships between the WDVCAS and Aboriginal communities; facilitating best-practice service delivery informed by the needs of Aboriginal women and their children who experience domestic and family violence within these communities.

Aboriginality is a genuine occupational qualification of this position under s14 of the Anti-Discrimination Act 1977 (NSW). This is an Aboriginal Identified role and only Aboriginal candidates are eligible to apply.

RESPONSIBILITIES:

The work of the DFV Specialist Worker (Aboriginal Focus) includes, but is not limited to, the following responsibilities:

- Accepting electronic referrals from the CRP and non-electronic referrals direct from government agencies and non-government services;
- Contacting Aboriginal clients referred to the WDVCAS in a timely and culturally sensitive manner, conducting a threat assessment to ascertain their current risk status and undertaking safety planning to address a client's immediate safety needs;
- Liaising with the SAM Coordinator to ensure all clients assessed as 'at serious threat' are placed on the agenda for the next SAM when necessary;
- Assisting the SAM Coordinator to develop and administer policies, systems and processes for the effective operation of the WDVCAS and SAMs;
- Liaising with clients in relation to Safety Action Plans developed at SAMs and/or support provided, or arranged, by the WDVCASs;

- Complying with the SAM Manual and the Domestic Violence Information Sharing Protocol;
- Providing relevant information and making warm referrals to a range of service providers to assist clients with their ongoing needs;
- Attending court on AVO list days and other days as required to provide information, assistance and court advocacy for WDV CAS clients and in particular Aboriginal women and children, as directed by the WDV CAS Manager;
- Developing and maintaining strong working relationships with key WDV CAS partners including the NSW Police Force, Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services;
- Provide adequate service delivery in line with the program agreed Key Performance Indicators Meeting agreed service delivery Key Performance Indicators in line with the stated requirements of the program;
- Fulfilling reporting requirements for the WDV CAP database and the CRP in line with the WDV CAP Service Agreement, the WDV CAP Policy and Procedure Manual and SAM Manual;
- Developing solid working relationships and referral networks with local services that respond to the particular needs of Aboriginal women and children, for example attending Aboriginal Health Services, Aboriginal Community Justice Groups and/or NSW Police Force Aboriginal Consultative Committee Meetings;
- Developing links with local Aboriginal communities to promote the services of the WDV CAS and encourage women to use the services of the WDV CAS, for example by facilitating women's groups;
- Participating in NAIDOC Week, Sorry Day, Reconciliation Celebrations, Survival Day (Australia Day) and other local Aboriginal community activities and initiatives which help promote the services of the WDV CAS, subject to workload and resources of the WDV CAS;
- Providing high level advice to the Manager to develop and implement strategies aimed at making WDV CAS services relevant, accessible and responsive to the needs of Aboriginal women and children; and
- Providing advice to the Manager about local issues affecting Aboriginal clients and access to WDV CAS services and legal processes.

Safeguarding and Risk

- Promote a 'risk-aware' culture where staff proactively identify, report and address all forms of risk to clients, staff and CatholicCare.
- Provide an environment that is safe for children and vulnerable adults, free from harm and promoting staff commitment to safeguarding.
- Ensure compliance with incident management, reporting and escalation requirements and that organisational obligations under mandatory reporting, child protection, safeguarding and WHS are met.
- Ensure safety standards are maintained for self and others and all hazards and incidents are reported within appropriate timeframes.

Promote and uphold the Mission, Vision and Values of CatholicCare Diocese of BrokenBay

- Reflect and work positively within CatholicCare's Mission and Core Values of Respect, Hope, Commitment, Professionalism, Excellence and Social Justice through every communication and action.
- Model CatholicCare's Code of Conduct.

PERSON SPECIFICATION

To perform the job successfully, the (DFV) Specialist Worker (Aboriginal Focus Position) should demonstrate the following:

Capabilities and Attributes

- Leadership – personal responsibility for own performance with integrity and diligence. Support team members in line with the organisational mission to ensure successful delivery of service to clients; maintenance of professional boundaries and absolute confidentiality.
- Respect – accepting of individual differences and treating others with dignity; demonstrated support for the organisation and its missions and goals.
- Building collaborative relationships – the ability to develop, maintain and strengthen partnerships with others and provide information, assistance and support. The ability to also demonstrate interest, skill and success in getting groups to learn to work together.
- Flexibility and responsiveness – the ability to be responsive and flexible in a changing and evolving market, embracing and supporting change.
- Teamwork – the ability and desire to work cooperatively with others on a team.
- Client focus – commitment to supporting the excellence in CatholicCare programs and interventions, enabling all CatholicCare clients to achieve their goals and potential.

Education, Knowledge and Experience

Essential:

- You may be required to provide confirmation that you are Aboriginal. This may include providing a cultural referee who can comment on your ability to develop and maintain relationships within Aboriginal communities.
- Understanding of domestic and family violence, its complexities and consequences, particularly as they affect Aboriginal women and children, and sensitivity to their needs;
- 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;
- Ability to deliver services in accordance with the WDV CAP model of service delivery outlined in the WDV CAP Service Agreement, this Policy and Procedure Manual, the SAM Manual and operational documents;
- Ability to work with local Aboriginal communities and the broader community to promote awareness of domestic and family violence and WDV CAS services;

Excellent communication skills (particularly in negotiation, advocacy and conflict resolution) and ability to communicate sensitively and effectively with Aboriginal people;

- Understanding of issues and challenges affecting Aboriginal people within the community;
- Excellent networking skills;
- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support;
- Excellent organisational and administrative skills;
- Computer literacy;
- Current NSW Driver's licence

Accountability:

- To the WDV CAS Manager