

## POSITION DESCRIPTION

### DFV Specialist Support (Graduate)

Position Details	
<b>Position:</b>	<b>DFV Specialist Support (Graduate)</b> Contract position with probationary period. Commencing ASAP.
<b>Classification:</b>	SCHADS Social, Community, Home Care and Disability Services Industry Award 2010 and the DVAC Certified Agreement 2017 Level 4.1 – 4.3
<b>Salary:</b>	\$37.51 - \$39.68 (hourly rate) or \$73,144.50 to \$77,376 pro rata per annum.
<b>Additional Benefits:</b>	Generous salary sacrifice package, 10% superannuation, Additional bonus leave, professional development budget, external supervision, EAP.
<b>Hours:</b>	Hours Negotiable (9am to 5pm Mon - Friday)
<b>Accountability:</b>	DVAC Board of Management, CEO, Managers and Staff Team

### Organisation information

#### Vision

Passionate Leaders creating freedom from gendered violence.

#### Purpose

DVAC works with individuals and communities to eliminate, prevent and respond to domestic and family violence, and sexual violence by:

- Collaboratively providing quality support services
- Challenging social norms and structures that enable people to use violence/enable the use of violence
- Building awareness and capacity within the community
- Encouraging egalitarian relationships

#### Philosophy Statement

The Domestic Violence Action Centre (DVAC) has a long history in providing high quality services to women, children and young people who have experienced domestic and family violence in the Ipswich, Toowoomba and surrounding regions. DVAC works from a feminist perspective. We have a gender analysis of domestic violence that understands that domestic and family violence is a result of systemic power imbalances and inequalities. We acknowledge the many barriers that exist for women and their families as they seek safety and support, and that women from diverse backgrounds can face particular and unique barriers. We are strong advocates for change on all levels. We actively stand against all forms of oppression (including racism, sexism, ableism, homophobia, and multiple other forms of oppression) and believe in the right of justice, equality and fairness for all.

We regard women as the experts over their own life and we see our work as a partnership that is respectful, transparent and accountable. We work from a relationship-based approach where we are committed to sharing information, validating choices and ensuring we provide a safe space that is non-judgemental and at all times supportive.

We aim to consistently apply the same set of values and principles to all levels of our work – with clients, with colleagues in our organisation, and in our valued relationships with other workers and organisations within the service sector. We aim for a high level of integrity in all aspects of our work and we welcome feedback and input from all those involved with our service.

Through high quality service delivery combined with education, training, awareness raising and activism against violence in all its forms, our hope is to use our passion as leaders to create a world free from gender violence.

### **The Organisation**

You will find detailed information about the organisation on our website [www.dvac.org.au](http://www.dvac.org.au)

### **Equal Employment Opportunities**

DVAC values diversity in our workforce, and as such encourages applications from women from Aboriginal or Torres Strait Island backgrounds. DVAC also encourages women from culturally or linguistically diverse backgrounds to apply for vacant positions. DVAC recognises and celebrates the unique benefits that employing a diverse group of women with a broad range of life experiences, brings to the organisation. DVAC has an exemption under Section 25 of the *Anti-Discrimination Act 1991 (QLD)* and it is a general occupational requirement that all applicants identify as female.

## **Position Summary**

The DFV Specialist Support is primarily based in either Toowoomba or Ipswich regional area and is required

- To provide a holistic domestic violence response to clients who have experienced or are experiencing gender-based violence using a trauma informed, case management approach
- Work collaboratively with clients to identify current needs and develop a plan for ongoing support and referral as needed.
- To work with clients to improve and increase their safety and that of their children.

## **Key Responsibilities and Outcomes**

### **Service Delivery**

- To practice with a strong understanding of issues relating to domestic, family or sexual violence;
- Provide phone or face to face comprehensive and ongoing risk assessments, safety planning, crisis support, advocacy, information, referrals to additional services and supporting clients to navigate the service systems;
- Provide trauma-informed domestic and family violence counselling which best meets the needs of clients;
- Undertake and/or participate in case coordination and case management of clients;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution;
- Provide a flexible service and have the ability see clients off site. This could include clients living in regional areas as per DVAC's funding demographics. It will be important for the DFV Specialist Support (Graduate) to be able to work autonomously, ethically and with limited direction at times;
- To assess women's eligibility for Safety Upgrades brokerage as a function of the overall assessment, undertake home safety audits and refer eligible clients for brokerage where appropriate in collaboration with the member of staff that oversees the brokerage program;
- To carry out the role using sound organisational, administrative and management skills;
- Establish and maintain professional working relationships with key stakeholders;
- To understand and have a willingness to work from a feminist framework;

- Play an active role in keeping perpetrators of family violence in view and holding them accountable through gathering and sharing information with key agencies;
- Provide face to face court support and advocacy services to women at the designated Magistrate's courts contained within the DVAC catchment as required;
- Provide group work services to individuals who have experienced domestic violence in collaboration other workers or external co-facilitators;
- Work within allocated portfolios, taking on focus areas such as intake & assessment, Child Safety, Health, outreach to designated rural areas, mobile on-call roster, LGBTQIA+, CALD, ATSI, etc. This will differ between sites.

### **Staff Team**

- Participate in the development of a supportive and safe working environment for all staff, including clear communication paths and consultative decision-making practices;
- Abide by the DVAC communication commitment and associated procedures in relation to respectful and direct communication;
- Actively prepare for, and participate in regular performance appraisals with the Team Leader;
- Undertake internal and external professional supervision to ensure accountability of work practices and professional development in relation to the direct work with women and organisational practices;
- Participate in regular and ongoing consultation with the Team Leader and management team, and the staff team where necessary and appropriate, to discuss issues that may impact on service delivery;
- Participate in support systems within the organisation including staff meetings, team supervision, staff appraisals, and informal contact; and
- Provide and receive peer support as a part of the staff team.

### **Organisational Responsibilities**

- Participate in the identification of trends to inform appropriate service development;
- Ensure the provision of culturally, gender and age appropriate services to clients in accordance with service values and requirements;
- Increase knowledge and skills to ensure the provision of culturally, gender and age appropriate services to clients.
- Advocate on behalf of the service within the funded area;
- Participate in media activities where appropriate;
- Participate in planning, policy development and other organisational activities;
- Participate in community engagement events and network meetings on behalf of the organisation;
- Participate in staff meetings weekly and Board meetings as required;
- Comply and contribute to the established accountability systems in place in the organisation;
- Increase knowledge regarding feminist practice and its application in working against domestic and family violence and sexual violence.
- Work within the Practice Standards for Working with Women affected by Domestic & Family Violence, and the Professional Practice Standards: Working with men who use domestic and family violence developed by the Department of Communities Qld and the Qld Government Interagency Guidelines for Responding to Adult Victims of Sexual Assault and the National Standards of Practice Manual for Services Against Sexual Assault; and
- Understand basic IT skills and be proficient in working with Microsoft Office programs
- Undertake administrative duties associated with direct service delivery and data collection.
- Undertake any other duties as lawfully directed by Leadership.

## Accountability

The DFV Specialist Support (Graduate) is required to work within the philosophy, objectives and policies of the organisation including:

- Working within a feminist framework.
- Working as a member of the staff team.
- Utilising consultative and collaborative processes.

The DFV Specialist Support (Graduate) and is ultimately accountable to the Team Leader but will also report to the Service Manager, CEO and the Board as the employing body. The DFV Specialist Support (Graduate) will comply with the established processes for ensuring the transparency of all decisions and actions taken in the course of the work. The DFV Specialist Support will also be accountable to the staff team and the clients of the service.

## Preferred Qualifications and Experience

- Possession of relevant tertiary qualifications in the human services field;
- Knowledge An understanding of gender-based violence risk assessment, trauma informed practice, safety planning, crisis support, DFV counselling, system advocacy and case management;
- Well-developed interpersonal and communication skills;
- A working knowledge of or the ability to acquire understanding of the Domestic & Family Violence Protection Act 2012 and knowledge of court and legislative proceedings as they relate to the Act;
- Current driver's licence and Blue Card; and
- All DVAC staff are required to complete a National Police Check upon successful offer of position.

## Personal Attributes

- Passion for working with women in a rapidly changing, intensive, crisis driven environment.
- Ability to remain calm and make professional assessments under pressure.
- Ability to advocate while maintaining positive relationships with both stakeholders and colleagues.
- Ability to be organised, prioritise and manage time effectively in the face of multiple demands.
- Willingness to engage in honest, transparent, reflective and accountable practice.
- Ability to connect daily crisis work with larger organisational goals and community outcomes.
- Values which match the values and the feminist ethos of the organisation.

## Selection Criteria

1. What is your knowledge of the issues affecting women and children experiencing domestic and family violence, and your understanding of feminist perspectives on domestic and family violence, including the individual, familial, legal and social issues involved?
2. Outline your experience, skills and knowledge for conducting risk assessments and delivering crisis support and advocacy work with women and families who have experienced domestic and family violence.
3. Outline your extensive experience and skills in developing and delivering case management with women and families.

4. What strategies and skills do you employ to work autonomously and to prioritise competing demands, and in what contexts have you had to apply these strategies?
5. How have you contributed to, and what are your values in relation to, a supportive and collaborative staff team environment in a community based organisation?

### Applying for this position

Please send a current CV along with response to the selection criteria to Liz on [LizA@dvac.org.au](mailto:LizA@dvac.org.au) using the subject line "DFV Specialist Support (Graduate)".

The closing date is midday on Friday 11<sup>th</sup> December 2020.