

POSITION DESCRIPTION

Position:	Family Violence Project Worker – Harmony Project
Reports To:	Team Leader – Client Services
Status / Location:	Full or part Time
Duration:	Fixed Term until 30 th June 2021, with possibility of extension
Pay Rate:	Level 5 + 9.5 Superannuation + Salary packaging

BACKGROUND

InTouch, the Multicultural Centre against Family Violence, is a statewide service, which provides services, programs and responses to issues of family violence in CALD communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community. Our organisation strives to create a world where all women and children will be safe and free from violence.

Philosophy

InTouch recognizes that migrant women whose origins are from countries where English is not the first language encounter social isolation and structural inequities. The experience of domestic violence compounds the situation of marginalization. It limits their access to culturally relevant and appropriate services.

Vision

InTouch's vision is for all women, children and families to live free from violence.

Purpose

InTouch gives voice and provides culturally sensitive services, statewide, to meet the needs of women and children from culturally and linguistically diverse backgrounds affected by domestic violence.

Values

- Human rights and gender equality
- Safety, wellbeing and empowerment
- Respect for Individual differences and values
- Confidentiality, trust and the right to privacy
- Professionalism and collaboration

InTouch provides a range of support services to women and their children who have experienced family violence. This service aims to assist women and their children to

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remain safely within their community and maintain a life free of violence whilst also addressing the emotional and practical needs and issues arising from the violence.

PROJECT OVERVIEW

InTouch, in partnership with LaTrobe University, is implementing a project with general practice (GP) clinics in the South East and Western suburbs of Melbourne that serve a large South Asian population. The project includes training bilingual South Asian general practitioners and their clinical colleagues to safely and confidentially identify culturally diverse, including South Asian backgrounds, women attending their practices who are experiencing family violence, and to provide them with support and confidential referral to a family violence project worker at InTouch and other appropriate services. The role of the family violence project worker will be to assist in the training of GPs and other clinical staff in a number of practices, to support women referred from the GP practices including outreach support, to provide ad-hoc consultation with clinicians, and to collect, record and analyse referral data. This position will work collaboratively with other programs and also provide support to other inTouch projects and initiatives as and when required

KEY RELATIONSHIPS

Internal	Executive Manager, Client Services (EMCS)
	Team Leader
	Other case workers/ managers
	Legal Centre staff
	The incumbent is expected to maintain respectful and effective working relationships with all inTouch staff
External	Family GP clinics
	Service providers and users
	LaTrobe project staff

POSITION ACCOUNTABILITIES

- To co-facilitate training to GPs and other clinical staff for the identification, support and referral support of migrant and refugee women experiencing family violence;
- To assist women and their children to access safety and protection through legal, justice and other support services;
- To support women and their children by ensuring client needs are identified, met and/or planned to be met through planning, case management, referral and outreach
- To provide confidential, professional, timely and relevant services to women including outreach support in medical settings

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- To liaise closely with medical and other clinical staff to deliver a coordinated response to women and children experiencing family violence including provision of secondary consultation and training
- Deliver specialist advice / knowledge to external service providers in relation to family violence and multicultural communities
- Collate data to support clear and concise reporting to relevant bodies
- Ensure a safe work environment and compliance with inTouch policies and legislation;
- Develop and maintain relationships with all project stakeholders particularly GP practices

EXTEND OF AUTHORITY

The incumbent must gain permission from Team Leader / EMCS prior to any purchasing or corresponding on inTouch's behalf.

KEY SELECTION CRITERIA

Essential

1. Tertiary qualifications in Social Work, Community Development or related discipline;
2. At least five years experience in the family violence sector;
3. A demonstrated understanding of case management through a feminist practice framework;
4. Demonstrated project management experience including planning, organising, time management, and setting priorities;
5. Strong group facilitation/training skills;
6. Well-developed stakeholder skills with a range of professionals;
7. Ability to collect, record and analyse data for monitoring and evaluation;
8. Proficiency in computer skills (excel, word & access);
9. Well-developed communication skills, conflict resolution and team work;
10. Fluency in one or more South Asian languages.

Desirable

11. Experience working in multicultural setting
12. Ability to work calmly and consistently under pressure with the ability to manage competing priorities and work autonomously as well as a part of a team;

Personal Attributes

13. Genuine commitment to social justice and to assisting migrant and refugee women and children;
14. High ethical standards and values, ability to act with integrity and confidentiality.

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SPECIFIC RESTRICTIONS / CONDITIONS

- This position is a contracted position due for completion on 30th June 2021, with possibility of extension
- Incumbent will on occasions and in consultation, be expected to conduct work outside normal business hours
- Must hold a current Victorian drivers license;
- Must be physically capable to carry out duties of the role including extended periods of computer use;

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and inTouch policies
- Contribute positively and proactively to team and organisation wide OH&S activities

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience;
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments;
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy ;
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply;
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications;
- Signing a Confidentiality Agreement is a personnel requirement of inTouch;
- The successful applicant will initially be engaged for a probationary period of three months;
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the

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- work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition;
- inTouch has a smoke-free workplace policy.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

Applicants should express their interest through a short covering letter attaching their resume and a brief document, limited to three pages, addressing the key selection criteria. Applicants who do not address KSC will not be considered for the position

Email your application to recruitment@intouch.org.au

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