

## POSITION DESCRIPTION

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| <b>Position</b>              | Specialist Family Violence Advocate, Intensive Case Management |
| <b>Location</b>              | Ringwood   |
| <b>Reports to</b>            | Team Leader  |
| <b>Direct Reports</b>        | Nil  |
| <b>Award/ Classification</b> | SCHADS Level 5   |
| <b>Date</b>                  | February 2021  |

### ORGANISATIONAL CONTEXT

EDVOS is a leading specialist family violence service in Victoria. Our work is focused across seven Local Government Areas including Boroondara, Manningham, Whitehorse, Monash, Knox, Maroondah and Yarra Ranges. Some of our training, education and primary prevention programs are national.

EDVOS is predominantly funded to work with women and children. It is recognised that being female is the biggest risk factor for experiencing family violence. EDVOS acknowledges that family violence can take many forms such as intimate partner violence, child abuse, elder abuse, carer abuse, parental abuse and sibling abuse. Our specialist family violence response services are mostly directed towards women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, children, pets and other animals, who are responding to any form of family violence.

EDVOS is committed to assisting all people, regardless of ethnicity, race, religion, sexual orientation, gender identity, age and ability within our community and can also provide access to other family violence services that are most suitable to the individual's unique needs and goals.

EDVOS predominantly employs women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, as per the findings of Equal Opportunity exemption H327/2017 and by special measure. This is due to the specialist nature of the work and the services that EDVOS provides to women and children who are responding to family violence in the community. EDVOS actively promotes a safe and inclusive workplace where workers are free from discrimination and are afforded dignity and respect.

EDVOS is a child-focused and child safe organisation and is committed to promoting and protecting the safety and interests of children. This includes the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI as well as children with a disability .

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| Last approved:  | 18/04/2019   | Responsible person: | Human Resources Manager |
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## POSITION DESCRIPTION

### **EDVOS Vision**

A community free from family violence, where everyone feels safe.

### **EDVOS Mission**

To take a collaborative and evidence-based approach to supporting those experiencing family violence whilst also working to prevent family violence before it occurs.

### **EDVOS Values**

- **Equity:** Prioritising the use of resources to address inequities in our society;
- **Accountability:** Responsible for delivering high quality, evidence based services AND; working to ensure perpetrators of violence are held to account for their actions;
- **Collaboration:** Striving to be a valued partner by working collaboratively with others;
- **Respect:** Concern for human rights as well as the experiences and aspirations of others;
- **Innovation:** Displaying resourcefulness and innovation, focusing on positive and sustainable outcomes;
- **Advocacy:** 'Actively speaking and behaving in a way that advances human rights'

## **ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)**

### ***Occupational Health and Safety (OH&S) and Wellbeing***

Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by EDVOS, including to:

- Work in a manner that considers and enhances the health, safety and wellbeing of self and others.
- Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances.
- Ensure that all work areas are maintained in a safe condition.
- Identify, report and record all safety hazards, incidents and injuries.
- Participate in OHS training, consultation and communication meetings where required.
- Actively assess, manage and where possible mitigate workplace risk.

### ***Continuous Quality Improvement (CQI)***

- Become familiar with and adhere to EDVOS's policies, procedures and Code of Conduct.
- Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices.
- Attend supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required.
- Be open to new ways of doing things and respond to challenges with innovative ideas and solutions.
- Strive for and promote continuous quality improvement across the organisation.

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### **Diversity**

- Demonstrate respect and acceptance of diversity at all times.
- Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.

### **Respectful Relationships**

- Facilitate good, respectful working relationships with EDVOS staff, clients and all stakeholders, internal and external through clear communication and a willingness to work towards the prompt resolution of any concerns.

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### POSITION OBJECTIVE

The Intensive Case Management team provides case management support for women and children experiencing complex and intersectional challenges, as a result of family violence including supporting women and children referred to the Eastern Risk Assessment Management Panel (RAMP).

### POSITION SPECIFIC ACCOUNTABILITIES

- Acknowledge and work to address gender and power issues underlying domestic violence on both personal and social levels including a focus on accountability of perpetrators
- Provide high quality risk assessment and safety planning with women and children
- Ensure client case notes/records and data collection requirements are recorded electronically in SHIP, and adhere to organisational policy and procedures with respect to quality standards, privacy and confidentiality.
- Provide quality case planning and timely file management
- Provide a high quality In Service as directed
- Active collaboration with peers, EDVOS Senior Management Team and external stakeholders
- Provide court support and assistance with regard to Intervention Orders as required.
- Provide reports and adhere to reporting timelines as directed.
- Participate in the Services team roster covering EDVOS operating hours
- Participate in service planning and continuous quality improvement
- Ensure all work with women and children is holistic and evidence-based, reflecting their needs whilst aiming to promote independence, resilience and enhanced quality of life.
- Ensure all services are culturally sensitive and align with EDVOS strategic and Diversity plan
- Participate in professional development, supervision and reflective practice as per organisational requirements.
- Other duties as directed

Family Violence Advocates will participate in a range of portfolios and/or across a variety of settings. This role may be undertaken within the office environment or outreach and co-location settings

### KEY SELECTION CRITERIA

- A tertiary qualification in Social Work, Psychology, Welfare or a related discipline
- Demonstrated understanding of and commitment to the principles and practices of a specialist family violence service and enabling women to make informed choices.
- Knowledge, experience and skills in; assessment and case planning with a focus on, risk assessment safety planning, managing caseload and client advocacy
- Knowledge of and commitment to Feminist theory, principles and practice

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- Demonstrated understanding of relevant theories and practice frameworks that relate to family violence, including the gendered nature of family violence, knowledge of trauma-informed, strengths-based and person-centred practice, and the EDVOS suite of services
- Capacity to provide a high quality family violence service inclusive to a diverse range of community members including Aboriginal and Torres Strait Islander women, young women, children, women who identify as LGBTI, women with disability and CALD women both face-to-face and over the phone.
- Ability to participate in planning, implementation and evaluation of programs
- Demonstrated ability to establish effective working relationships with clients and other service providers
- Proven ability to function both independently and within a team environment
- Ability to manage self-care, reflective practice and resilience with quality and responsive service provision
- Excellent organisational and administration skills including verbal/interpersonal and written skills
- Demonstrated conceptual, analytical and problem solving skills
- Knowledge of the SHIP database is desirable
- Knowledge or training in MARAM (Multi Agency Risk Assessment and Management Framework) is desirable
- Demonstrated understanding and respect of the Child Safe Standards and child safety principles including the safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI as well as children with a disability.

### TERMS AND CONDITIONS

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated 9.5% Superannuation contribution. While legislation allows, Salary Packaging is offered with this position. All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, individual work plans as well as active demonstration of EDVOS values and organisational accountabilities and responsibilities including child safety and equity and diversity.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence (where required).
- Eligibility to work in Australia.

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