



Position Details

Position Title:	Social Worker - Geelong	
Workgroup:	Victims and Witness Assistance Service	Position Number: OPP605
Classification/VPS Grade:	Allied Health 3	
Salary Range:	\$87 640 - \$99 438	
Position Status:	Fixed term	
Reports to:	Team Leader Social Work	
The Organisation		
<p>The Office of Public Prosecutions (OPP) is an independent statutory authority responsible for preparing and conducting criminal prosecutions in Victoria on behalf of the Director of Public Prosecutions (DPP). Matters prosecuted by the DPP and the OPP involve serious crimes or matters that are of significance to the fair and effective operation of the Victorian criminal justice system.</p> <p>The OPP consists of the Solicitor for Public Prosecutions and a staff of approximately 400 providing legal and corporate support to the DPP, the Chief Crown Prosecutor and Crown Prosecutors in the exercise of their independent roles in the criminal justice system. The OPP is committed to providing information and support to victims and witnesses of serious crime during the court process.</p>		
Our Vision		
To make a positive difference to the community through the justice system		
Our Purpose		
To provide an independent prosecution service to the people of Victoria		
Our Goals		
<ol style="list-style-type: none">1. Deliver high quality prosecutions to achieve just outcomes effectively, economically and efficiently2. Be responsive and respectful to victims and witnesses in the prosecution process3. Influence and implement policy, procedure and law reform4. Deliver our legal services with strong corporate governance and professional capability		
Our Values		
<ul style="list-style-type: none">• Act fairly• Act with integrity• Respect others• Work together• Strive for excellence		



Position Summary

The OPP is committed to ensuring the Victims and Witness Assistant Service continues to provide a high standard of care and service to the Victorian community, as an integral part of the prosecution service. All Social Workers provide professional advice at the highest standard in relation to victims of crime and their role in the indictable prosecution process and criminal justice system.

Social Workers provide assistance to victims, witnesses and their families from within the prosecution service, as an integral part of the prosecution service's Legal Practice. They also support solicitors and prosecutors to keep victims and witnesses informed through the prosecution process. Information and assistance is provided before court hearings at legal conferences and after court hearings at debriefings. This position works as part of multidisciplinary team with solicitors and prosecutors to help ensure the rights of victims are met in accordance with the Victims' Charter.

The position is based at the Geelong office, and will require travel to country Victoria to assist victims and witnesses involved in the prosecution of indictable offences.

Such travel can involve multi-night stays when assigned to regional circuit courts. A vehicle and overnight accommodation are provided as required.

Flexible working arrangements including working from home options is available.

Key Accountabilities

1. Provide a specialised response, which includes assistance and information, to victims and witnesses involved in the prosecution of indictable criminal offences.
2. Ascertain referral and support needs and case manage complex cases through the prosecution process.
3. Conduct legal conferences with solicitors and prosecutors to ensure victims and witnesses are informed about and prepared for court hearings and criminal justice processes.
4. Provide advice and assistance to informants, solicitors, prosecutors and other stakeholders in dealing with victims and witnesses.
5. Work cooperatively with the instructing solicitor and other stakeholders where assigned to a Trial Division in Melbourne or to a regional circuit court matter, to ensure a high standard of service to victims and witnesses.
6. Foster a customer service culture towards victims and witnesses and a victim focus within the Office.
7. Maintain relevant statistics relating to the VWAS and ensure PRISM is regularly updated.
8. Contribute towards the development of the Victim and Witness Assistance Service within the Office and in the context of the criminal justice and victims service sectors.
9. Other duties as directed.

Key Selection Criteria

1. Extensive case management experience which includes providing assistance, information and referral to clients in complex cases.
2. Proven ability to work in a demanding team environment and to manage complex situations and sensitive issues.



3. Demonstrated ability and experience in working with grief, loss and trauma, in particular a deep understanding of the impact of sexual assault on adults and children.
4. Sound knowledge of the criminal justice system including an understanding of legislation and government policy affecting victims of crime.
5. Excellent communication and interpersonal skills including the ability to collaborate and liaise effectively with a range of internal and external stakeholders.
6. Experience working as part of a multidisciplinary team and demonstrated ability to use initiative, self-awareness and sound judgement.
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Relevant Knowledge and Experience

This position has the following inherent requirements:

- A qualification in social work, psychology or a related discipline is essential.
- A valid Victorian driver's licence is essential.

And is assessed as having a medium level of intrinsic risk.

Personal Attributes

- Commitment to working with victims of crime.
- Caring, mature, team player, tolerant.
- Excellent time management skills and an ability to work well under pressure.
- A drive for excellence and professionalism.
- Able to uphold ethical standards and values, and to act with integrity and confidentiality.
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Pre-employment Screening Requirements

All applicants may be subject to the following pre-employment checks:

- National Police Records Check
- Qualification Check (where a mandatory qualification is required)
- Declaration of private interests/ Conflict of interest
- Pre-employment misconduct screening statutory declaration and consent

Further information on pre-employment misconduct screening requirement is available at

<https://vpvc.vic.gov.au/resources/pre-employment-screening-misconduct-victorian-public-service/>

Other Relevant Information

- The OPP is an Equal Opportunity Employer and actively encourages diversity in the workplace
 - Safety is everyone's responsibility at the Office of Public Prosecutions
 - You need to disclose any pre-existing illness or injury that you know about which could reasonably be foreseen to be affected by the work duties described. Pursuant to s.82(7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition
 - This position is located in Geelong at 60 – 62 Brougham Street Geelong.
 - You must comply with the VPS Code of Conduct
 - The successful applicant will be employed pursuant to the VPS Enterprise Agreement 2020
- For further information on the Office of Public Prosecutions and the Justice portfolio visit www.opp.vic.gov.au and www.justice.vic.gov.au



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VICTORIA

Position Description

Privacy Notification

- **The OPP requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Privacy and Data Protection Act 2014**