

## POSITION DESCRIPTION



<b>Position Title:</b>	Specialist Family Violence Child Protection Advisor
<b>Location:</b>	The position is based at DFFH for at least four days per week and half-to-one day per week at a nominated Quantum Support Service's Office.
<b>Reports To:</b>	Manager Family Violence
<b>Hours of Duty:</b>	As per the Employment Agreement
<b>Salary Classification:</b>	SCHADS Award Level 6
<b>PD number:</b>	FVTOD105

### About Quantum

Quantum Support Services has been operating in the Gippsland region since 1987. During this time, the organisation has built a strong reputation in achieving outcomes for the local community. We are a not-for-profit support service, which means that all funds are used to support the community. We offer services to clients at our five sites (Bairnsdale, Sale, Morwell, Warragul and the East Bairnsdale Community Hub) and outreach to clients living across Gippsland. The range of services we provide include:

- Homelessness including youth crisis accommodation
- Tenancy advocacy and support
- Connecting people with the community such as assisting people experiencing vulnerability with health services and other support providers
- Family violence support for women and children
- Youth programs
- Out of Home Care including Foster Care

Quantum believes the celebration of diversity makes us and the community stronger. We are committed to embracing everyone's individual differences so that we can help create a strong workplace and community that is empowered to reach its potential. We celebrate diversity of gender, sexuality and spiritual or religious belief along with all cultural backgrounds including Aboriginal and Torres Strait Islander people. Quantum recognises that we all have diverse life experiences that may be influenced by age, ability, social and financial status. Quantum supports everyone's right to feel respected, safe, welcome and valued.

In undertaking this role with Quantum, you are expected fulfil the obligations set out in this document and any other reasonable direction given to you by your Line Manager. Most importantly, the way in which you undertake your work and your behaviour towards you colleagues, clients and the wider community must align to the values set out below.

<b>Vision:</b>	Our Vision is to enrich the wellbeing of Gippslanders
<b>Values:</b>	Respect, Integrity, Empowerment
<b>Our Core Values:</b>	<ul style="list-style-type: none"> <li>• we are inclusive</li> <li>• we are accountable</li> <li>• we strive for sustainable outcomes</li> <li>• we are proactive</li> <li>• we show care</li> <li>• we are agile and adaptive</li> </ul>
<b>Our Goals</b>	<ul style="list-style-type: none"> <li>• Provide the right services and programs in the right places.</li> <li>• Increase access to early intervention and prevention services.</li> <li>• Attract, engage and invest in our people.</li> <li>• Build the profile of Quantum.</li> <li>• Achieve a sustainable business model</li> </ul>

### Primary Position Objective & Program Background

The 2015-16 State Budget committed \$17.57 million in funding over five years to the Child Protection Flexible Responses Initiative. The initiative, now known as Family Violence Child Protection Partnership, co-locates 17 Specialist Family Violence Workers in Child Protection offices across the State and aims to strengthen Child Protection practice, enable joint assessments, assist Child Protection to navigate the family violence system and strengthen opportunities to divert children away from statutory responses.

The Specialist Family Violence Worker is a senior practitioner with extensive knowledge of family violence. The position is responsible for providing operational and strategic advice to Child Protection practitioners and their managers who undertake investigations of families where a child is or may be in need of protection due to family violence. The position will assist Child Protection in the planning and conduct of investigations and support the development of plans that aim to ensure the safety and wellbeing of children and young people. The Specialist Family Violence Worker works collaboratively with the Child Protection senior managers and practitioners to provide effective service delivery and support.

Through co-location at a Child Protection office, the position aims to strengthen and improve responses to families subject to a Child Protection investigation. The aim of the Family Violence Child Protection Partnership is to:

- support and promote improved understanding of the perpetrator's pattern of coercive control and its impact on children and the ability of the protective parent to safely parent;
- restore and enhance safe, child-centred parenting; and
  - use this knowledge to assist Child Protection achieve the following improved outcomes for the service system and for the families reported to Child Protection.

### Duties and Responsibilities

<p><b>Child Protection Client Outcomes</b></p>	<ul style="list-style-type: none"> <li>• To improve assessment, planning and intervention in Child Protection investigations where family violence is, or is suspected to be, present in order to:</li> <li>• Increase safety and stability for families;</li> <li>• Reduce the risk of harm to children;</li> <li>• Safely reduce the incidence of re-reports to Child Protection and the number of children placed in out of home care;</li> <li>• Strengthen the engagement of victims and perpetrators with support services; and</li> <li>• Contribute to improved engagement with perpetrators towards changes in perpetrator behaviour and improved child-centred parenting capacity.</li> </ul>
<p><b>Service System outcomes</b></p>	<ul style="list-style-type: none"> <li>• To contribute to an integrated and collaborative child-centred, family-focused service system.</li> <li>• To achieve this outcome the Specialist Family Violence worker will work with Child Protection to:</li> <li>• Contribute to an integrated and collaborative child-centred, family-focused service system</li> <li>• Recognise the protective parent as a victim/survivor</li> <li>• Recognise and respond appropriately to perpetrator behaviour and perpetrator-driven risk</li> <li>• Identify and address systemic barriers to joint practice by family violence and Child Protection</li> <li>• Strengthen referral pathways between Child Protection and specialist family violence services</li> <li>• Encourage joint family violence risk assessments (MARAM assessments) and safety plans and enhanced information sharing</li> <li>• Create a better understanding of each organisation's processes</li> <li>• Identify, consistently document and respond to the risk from perpetrators to each child</li> <li>• Support cultural safety - keeping Aboriginal people and other groups connected to their culture</li> <li>• Improve the quality and depth of information sharing and documentation, including material that may be relevant for legal processes.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Specialist Family Violence Worker's client is Child Protection. This reflects the intention of the Partnership to promote Child protection's improved understanding of the dynamics of family violence, including perpetrator's pattern of coercive control and behaviours.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• The position will operate at both strategic and operational levels.</li> </ul>
<b>Strategic Focus</b>	<ul style="list-style-type: none"> <li>• The strategic focus involves supporting the development of more integrated service response by Child Protection and family violence services through: <ul style="list-style-type: none"> <li>○ Identifying emerging trends, needs and gaps in service delivery and practice issues, particularly in the investigation phase, and to use this knowledge to generate changes in systems and approaches.</li> <li>○ Facilitating engagement between and promoting joint work by Child Protection and family violence services in the local area.</li> <li>○ Improving the quality and consistency of family violence related information, assessment and interventions in case notes.</li> <li>○ Identifying the need for, participate in, and/or deliver Child Protection training and professional development activities.</li> <li>○ At the local level, supporting the implementation of the government's responses to recommendations from the Royal Commission into Family Violence.</li> </ul> </li> </ul>
<b>Operational Focus</b>	<ul style="list-style-type: none"> <li>• The operational focus will occur through direct engagement with activities and tasks associated with child Protection investigations: To jointly identify and document, with Child Protection, issues in responses to family violence and develop solutions to system gaps and practice issues.</li> <li>• Provide specialist advice to Child Protection practitioners undertaking investigations where family violence is present.</li> <li>• Where permitted, facilitate client information sharing, and where appropriate, support joint work between Child Protection and family violence services to achieve better engagement with services for victims and perpetrators of family violence.</li> <li>• Where permitted, provide information about the client's history from the Specialist Family Violence Agency and other family violence men's and women's services operating in the local area.</li> <li>• Support Child Protection to understand the dynamics of perpetrator behaviour and use this information to: improve engagement and perpetrators and to create stronger feedback loops between men's services and Child Protection; and enhance understanding and work with the non-offending parent.</li> <li>• Initiate exceptions conference (1), contribute to the rationale for substantiation, and participate in secondary consultation with Child Protection to enable more informed assessments of safety and risk to victims and perpetrator behaviour.</li> <li>• Assisting Child Protection practitioners to understand and navigate the family violence system.</li> <li>• Making outward referrals (where possible warm referrals) in collaboration with Child Protection to specialist family violence services and expediting referrals.</li> <li>• Maintain and in-depth knowledge of the family violence support services in the area and the eligibility requirements for such services.</li> <li>• Keeping up to date information on waitlists and alternatives for family violence support services in the area.</li> <li>• Assisting Child Protection to secure placement for clients in refuge or crisis accommodation.</li> <li>• Co-ordinating other family violence workers in the area to attend joint home visits with Child Protection.</li> <li>• Targeting the use of funding and resources in responding to clients that experience and/or use family violence; and Building the capacity of Child Protection.</li> <li>• (1) Also referred to as case reviews or reflective practice reviews. Usually convened by involved professionals to strategically examine and draw themes and learning from 'exceptional' cases and case outcomes.</li> </ul>

<b>Agency Participation</b>	<ul style="list-style-type: none"> <li>• Participate in regular supervision, review and individual planning, including the identification of training needs, provided by the Line Manager.</li> <li>• Participate and operate effectively within a team environment and attend and contribute to team meetings and Agency staff meetings.</li> <li>• Commitment to continuous improvement including involvement in the ongoing evaluation and monitoring of both the program's and the agency's service delivery and contribute to future planning.</li> <li>• Contribute to Quantum's policy processes in response to local, State and Commonwealth Government policy changes and reviews.</li> <li>• Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act and other acts relating to information sharing. Maintain requirements in line with Legislation relating to information sharing for the FVISS &amp; CISS as related to the MARAM framework.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Complete, in an accurate and timely manner, all necessary administrative tasks, including correlation of relevant forms, assessments and evaluations of participants</li> <li>• Maintaining accurate records.</li> <li>• Maintain case files for all program participants.</li> <li>• Reporting on a weekly, monthly basis or as requested.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Perform other duties relevant to Quantum Support Services' daily operations as directed by the Supervisor and Quantum Support Services Line Management.</li> <li>• Work with minimal direction and supervision; demonstrate proficiency in literacy, computer skills and time management; and present emotional intelligence, good communication and interpersonal skills.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Promote a safe workplace for colleagues and clients in accordance with OH&amp;S legislation and Equal Opportunity Practices in accordance with Quantum policies and procedures.</li> <li>• Give consideration to and recommend reasonable wellbeing initiatives that could benefit Quantum Staff.</li> </ul>

<b>Key Selection Criteria</b>	
	<p><b><u>Knowledge and skills</u></b></p> <ol style="list-style-type: none"> <li>1. Expert knowledge of local family violence support services and approaches in the local area.</li> <li>2. A minimum of three years' experience working in the family violence service system, preferably with supervisory experience.</li> <li>3. Demonstrated knowledge and high level understanding of: <ol style="list-style-type: none"> <li>a. the perpetrator's pattern of coercive control and its impact on children and the ability of the protective parent to safely parent;</li> <li>b. mechanisms to restore and enhance safe, child-centred parenting; and</li> <li>c. the capacity to use this knowledge to assist Child Protection achieve improved client and system outcomes.</li> </ol> </li> <li>4. An established strong working relationship with Child Protection is desirable.</li> <li>5. Capacity and desire to support improved engagement by Child Protection with both victims and perpetrators.</li> <li>6. Demonstrated understanding of the Family Violence Protection Act 2008, the Children, Youth and Families Act 2005, Privacy and Data Protection Act 2014, the Health Records Act 2001, the MARAM and Victoria Police Code of Practice.</li> <li>7. Willingness and ability to engage directly with perpetrators or with services working with perpetrators of family violence for the purpose of service linkage and referral.</li> <li>8. Demonstrated experience in developing and maintaining relationships with other stakeholders in a multi-disciplinary environment including capacity to problem solve and negotiate with other professionals.</li> <li>9. Highly developed written and oral communication skills including:</li> </ol>

	<ol style="list-style-type: none"> <li>a. a demonstrated high level of skill in accurately recording data, correspondence and reporting; and</li> <li>b. providing written and oral evidence to the Children's Court of Victoria, the Magistrates' Court of Victoria and other relevant courts and tribunals.</li> </ol> <ol style="list-style-type: none"> <li>10. Use a range of IT/web-based applications to manage workflow in accordance with organisational guidelines and privacy principles.</li> <li>11. Keep accurate and complete records of your work activities in accordance with organisational requirements, information security and privacy policies and requirements.</li> </ol> <p><b>Personal Qualities</b></p> <ol style="list-style-type: none"> <li>12. Good interpersonal, team and networking skills and capacity to work independently.</li> <li>13. Capacity to adapt to the evolving nature of the role.</li> <li>14. Enthusiasm for and willingness to lead change.</li> <li>15. Ability to lead professional development activities with Child Protection and the home family violence agency.</li> <li>16. Demonstrates initiative.</li> <li>17. Able to identify and influence systemic change.</li> </ol>
<b>Mandatory Qualifications</b>	
	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualifications with a minimum Bachelor degree (Social Work, Psychology, Family Therapy or Trauma Related Fields) and experience relevant to this position.</li> <li>• Completed application must include a detailed Cover Letter (aligning your response to the Key Selection Criteria) and a current resume that contains or has attached, the name, address and telephone numbers of three referees.</li> </ul>

<b>Conditions of Employment</b>	
<b>Required</b>	<ul style="list-style-type: none"> <li>• Provision of valid Working with Children Check (full not voluntary)</li> <li>• Provision of satisfactory Current National Police Records Check prior to commencing employment and every 3 years thereafter.</li> <li>• Compliance with Quantum's Child Safe Standards</li> <li>• Entitlement to work within Australia</li> <li>• 6 months probationary period</li> <li>• The successful applicant must hold a valid Victorian Driver's Licence that is not at risk of cancellation.</li> <li>• The successful applicant must confirm their acceptance of the Offer of Employment from Quantum Support Services Inc. via the People Learning &amp; Culture Portal.</li> <li>• The successful applicant is required to comply with the policies of Quantum Support Services Inc.</li> <li>• This position is subject to an annual Review.</li> </ul>

Version 4. 3/6/2021

<b>Document Tracking</b>	<b>Version</b>	<b>Issue date</b>	<b>Review Date</b>
Position created	1.	August 2016	August 2019
Updated from E-Key V3.(27/4/2020)	2.	11 <sup>th</sup> December 2020	11 <sup>th</sup> December 2023
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