

POSITION DESCRIPTION

Position:	Project Officer (Co-case management project)
Reports To:	Team Leader Sector Development, Sector and Community
Direct Reports:	None
Status:	Fixed Term, Part Time 0.60 FTE until 31 December 2022
Pay Rate:	SCHADS Level 5 (pay point dependent on experience and qualification) + Superannuation + Salary packaging
Location:	East Melbourne, (will include travel to Bendigo, and Working From Home arrangements)

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence provides services, programs and responses to issues of family violence in refugee and multicultural 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.

Vision

inTouch's vision is for culturally diverse families to live free from violence.

Purpose

inTouch's purpose is simple and clear – we are committed to changing lives, changing communities for the better.

POSITION SUMMARY

This position will manage the Co-case management project, undertaking all elements that will result in the establishment of a co-case management model between inTouch and a regional specialist family violence service.

KEY RELATIONSHIPS

Internal	Effective working relationship required with all inTouch staff, in particular the Policy Officer, Direct Service Team Coordinators, and Team Leader Sector Development.
External	Will work closely with a selected a regional specialist family violence service and local stakeholders including multicultural services, the Orange Door and health services.

Position Description Guidelines and Template	Effective Date	January 2022	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	<Insert Date>	Page 1 of 6

POSITION ACCOUNTABILITIES

- Manage and lead the overall direction and end-to-end project management of the co-case management project.
- Engage inTouch Direct Services staff to map current co-case management practices and identify good practice
- Design and implement a co-case management model between inTouch and the selected specialist family violence service to improve services to migrant and refugee women in regional and rural Victoria.
 - Establish and develop positive relationships with key individuals at the selected specialist family violence service.
 - Organise, participate in, and facilitate regular project meetings with key individuals across both organisations.
 - Liaise and work closely with the inTouch training team in the development of the training on co-case management model.
 - Help to promote the project among relevant inTouch staff and the selected specialist family violence service.
 - Other work directed by manager that aligns with skills and qualifications

PEOPLE MANAGEMENT

N/A

EXTENT OF AUTHORITY

The incumbent must gain permission from the Team Leader Sector Development, Sector and Community to any purchasing as per inTouch Delegations of Authority.

KEY SELECTION CRITERIA

Essential

1. Qualifications Community Development/Community Services/Social Work or similar
2. Minimum two years' demonstrated project management practical experience in developing, implementing, and evaluating complex projects, ideally with refugee and migrant communities, including project design and implementation, budgeting, reporting and evaluation.
3. Excellent research, writing and communication skills.
4. Experience working within an intersectional feminist framework and an understanding of the gendered nature of family violence; specifically in the context of multicultural communities
5. Minimum two years' experience working with migrant and refugee communities
6. Community development experience and ability to develop and sustain meaningful relationships with various stakeholders including grassroots organisations
7. Ability to work calmly and consistently under pressure with the ability to manage competing priorities
8. Current Victorian Driver's License

Position Description Guidelines and Template	Effective Date	January 2022	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	<Insert Date>	Page 2 of 6

Desirable

1. Knowledge and experience working in the specialist family violence sector
2. Knowledge of co-case management practices, MARAM and information sharing guidelines
3. Experience in working with victim-survivors of family violence, particularly victim-survivors from migrant and refugee communities.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conduct work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract, and policy requirements in day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch 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 identity and qualifications.
- Signing a Confidentiality Agreement is a personnel requirement of inTouch.

Position Description Guidelines and Template	Effective Date	January 2022	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	<Insert Date>	Page 3 of 6

- The successful applicant will initially be engaged for a probationary period of six 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 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.
- The successful candidate is required to comply with the inTouch policy for all staff have full COVID vaccinations, including boosters, unless they have a medical exemption.

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.

To apply, send a short covering letter explaining why you are interested in this position and attach you CV and a brief (2 pages max.) document addressing the key selection criteria. Applicants who do not address KSC will not be considered.

Email your application to recruitment@intouch.org.au

AUTHORISATION

I hereby accept the above *Terms of Employment*.

Signed:

Date:

Michal Morris
(Chief Executive Officer, inTouch)

(Employee)

Position Description Guidelines and Template	Effective Date	January 2022	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	<Insert Date>	Page 4 of 6