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| **Instructions** |
| 1. Address and complete each response demonstrating the situation, action and outcome of each criteria
2. Complete all required fields
3. Complete check boxes and include required documents to ensure your application proceeds to short listing (incomplete applications will not be considered for interview)
 |
| **Applicant details**  |
| **Applicant family name** |  |
| **Applicant given name** |  |
| **Preferred contact number** |  | **Alternative contact number** |  |
| **Address** |  |
| **Referee list** |
| **Referee 1 details** |
| Name |  |
| Position title |  |
| Organisation |  |
| Contact number |  |
| Relationship to applicant | [ ]  Manager/supervisor [ ]  Colleague [ ]  Personal |
| Time of relationship to applicant | [ ]  Current [ ]  Previous | Number of years |  |
| **Referee 2 details** |
| Name |  |
| Position title |  |
| Organisation |  |
| Contact number |  |
| Relationship to applicant | [ ]  Manager/supervisor [ ]  Colleague [ ]  Personal |
| Time of relationship to applicant | [ ]  Current [ ]  Previous | Number of years |  |
| **Referee 3 details** |
| Name |  |
| Position title |  |
| Organisation |  |
| Contact number |  |
| Relationship to applicant | [ ]  Manager/supervisor [ ]  Colleague [ ]  Personal |
| Time of relationship to applicant | [ ]  Current [ ]  Previous | Number of years |  |
| **Application attachment checklist** |
| [ ]  | Letter of application  | [ ]  | Resume/CV  |
| [ ]  | Copy of qualifications  | [ ]  | Completed Key Selection Criteria Form |
| [ ]  | \*\*Police check (less than 3 months old) | [ ]  | \*\*Colour copy of Working With Children Check |
| [ ]  | \*\*NDIS Worker Screening Check | [ ]  | Full COVID-19 Vaccination Status |
| \*\* Not essential for application (attach if available) - may be applied for if the preferred applicant after interview  |

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| **Applicant name** |  |
| **Visa details (if applicable)** |
| Visa type & number |   | Sponsorship required? | [ ]  YES [ ]  No |
| Hours required to work weekly for visa |  | Other restrictions |  |
| **Key selection criteria**  |
| **Qualifications** |
| ***Bachelor of Social Work OR*** |
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| ***Other related qualification AND*** |
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| ***Willing to work towards the minimum qualifications framework*** [***https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners***](https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners) |
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| **Mandatory** |
| ***Case management experience of two years minimum*** |
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| **Desirable** |
| ***Relevant experience working with people who have experienced family violence*** |
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| **Demonstrated skills, experience and/or understanding of** |
| ***Understanding of the gendered nature of violence.*** |
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| ***Working with people impacted by trauma and understanding of trauma informed practice.***  |
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| ***Understanding of the needs of and a demonstrated capacity to work with people who are homeless at risk of homelessness and/or in crisis.*** |
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| ***The Multi-Agency Risk Assessment and Management Framework (MARAM).*** |
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| ***The Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scehme (CISS).*** |
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| ***Relevant legislation including Family Violence Protection Act 2008 and the Child, Youth and Families Act 2007.*** |
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| ***Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.*** |
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| ***Ability to maintain confidentiality at all times.*** |
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| ***Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.*** |
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| ***High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.*** |
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| ***Demonstrated ability to contribute to positive workplace culture and practices.*** |
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