

POSITION DESCRIPTION

Position Title:	Manager – Women's Safety and Empowerment Services
Award:	MA000100: Social, Community, Home Care and Disability Services Industry Award 2010.
Grade:	Level 7.1 to Level 7.3, depending on qualifications and experience.
Remuneration Range:	Base annual remuneration: \$ 104,875.16 (1.0FTE) or Pro Rata for part time (For 7.1). to \$ 109,253.56 (1.0FTE) or Pro Rata for part time (for Level 7.3). Plus Annual Leave Loading and Superannuation (Refer to Award)
Location:	<input type="checkbox"/> PWHC office. <input checked="" type="checkbox"/> Hybrid: PWHC Office and Work from Home.
Hours per week/fortnight	<input checked="" type="checkbox"/> Full Time, Hours per fortnight: 76 (1.0FTE) <input type="checkbox"/> Part Time, Hours per fortnight: XX hrs (X.XXFTE)s
Reports To:	Chief Executive Officer
Delegation Level:	As per PWHC Decision Matrix/Delegations Manual

About Penrith Women's Health Centre

Penrith Women's Health Centre (PWHC) is a Not-for-Profit Incorporated entity, which provides a range of community-based, feminists health, wellbeing, safety, resilience and advocacy services for women in the Penrith region of Western Sydney. In some instances, this extends to neighbouring regions. The organisation is registered with the Australian Charities and Not-for-profit Commission and is governed by a Management Committee which are elected annually by the membership.

Services provided by PWHC address all aspects of women's lives, including the social determinants of health and incorporates a client -centred, trauma-informed and strengths-based approach to providing services from an empowerment model of care.

Our focus is to foster good health and well-being in a safe environment that is open to all women in our community, and we actively address social injustice and support the rights and choices of all people who identify as women (and girls).

Our Culture and Values

Services provided by PWHC are provided within a feminist context which:

- Recognises the social, environmental, economic, physical, emotional and cultural factors which influence women's health.
- Recognises and challenges the effects of sex-role stereotyping and gender discrimination on women's health and well being.

- Reflects the whole of a woman's lifespan, their various and changing roles and responsibilities, not just their reproductive life.
- Recognises the importance of maintaining well-being by the focus on preventative practices.
- Actively encourages the empowerment of women in both the personal and social aspects of their lives.
- Values women's own knowledge and skills and their right to make informed decisions about their health and wellbeing.

Primary Purpose of the Role

The primary purpose of this role is to manage a range of services provided by PWHC which address the ways in which domestic and family violence has undermined Women's (and their children's) safety, health and wellbeing, material and economic safety, participation and dignity.

The role manages a small team of Domestic and Family Violence Specialist Case managers whose work is guided by the various national, state and local plans to reduce violence against women and their children by providing a range of safety and empowerment services and supports including with a focus on security and resilience. The services recognises that domestic and family violence may include violence from intimate partner or family members, or kinship member.

The role manages several grants, the focus of which may change from time to time, and includes a part time client load, providing services that are provided through a client-centered, trauma-informed, culturally appropriate model of care.

Key Responsibilities of the Roles

The Key Responsibilities of this role include:

- Line Management responsibilities of a small number of Domestic and Family Violence Specialist Case Managers. This includes:
 - Annual performance planning;
 - Regular performance reviews;
 - Timesheet approvals;
 - Managing leave planning;
 - Ensure team members are accessing regular professional development;
 - Ensure team members are accessing regular Professional Supervision by external supervisors;
 - Recruitment and selection of future team members (in collaboration with Virtual People and Culture Manager).
- In collaboration with the CEO, responsibility for funding grant deliverables:
 - Development of Activity Work Plans;
 - Development of annual budgets for approval;
 - Completion of grant reports;
 - Responsibility to ensure service data is recorded in PWHC' client management System (PowerDiary) and as per Funding/Service Agreements;

- Approval of grant expenditure within approved budget and delegation;
- Strategic management of brokerage (including triage prioritisation, equity of access, managing cash flow across the 12 month period, opportunities to increase funding through partnerships and matched funding).
- Preparation of service reports and presentation to the monthly Management Committee (Board) meeting.
- Direct client case load (50% of 1.0FTE Case Manager's case load), including:
 - Supporting women to stay home and leave violence (Note: this may at times include supporting women in crisis);
 - Undertake comprehensive risk assessments and safety planning;
 - Undertake home safety assessments;
 - Implement safety interventions (through brokerage) and assist clients to access resources which promote safety;
 - Provide case coordination services;
 - Provide case management services;
 - Provide client advocacy and manage relationships with wide range of key internal and external stakeholders;
 - Work collaboratively with other agencies to share risk;
 - Support clients at court hearings and police stations, etc;
 - Provide psychoeducation regarding the dynamics and healthy relationships, and cycle of domestic and family violence.
- Manage incoming requests to PWHC for subpoenas.
- Liaise with all PWHC Team members and Volunteers.
- External stakeholder management for key network relationships.
- Engage in system level advocacy to improve responses to women experiencing domestic and family violence.
- Work closely with the CEO to proactively seek additional/new funding to enable expansion of services.
- Other tasks by negotiation and as requested from time to time by the Chief Executive Officer.

Key Working Relationships

This position has supervisory responsibilities.

The position is a member of the PWHC Leadership Team and works closely with the following positions:

- Manager of **PWHC Health and Wellbeing services**;
- Contracted Shared Services Managers;
- Finance Officer and Executive Assistant to the CEO.

Selection Criteria

PWHC considers being a woman a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act.

Essential

- Tertiary qualifications in a relevant field or equivalent work experience.
- Demonstrated knowledge and experience working with people impacted by domestic and family violence and a strong understanding of the social determinants of health and wellbeing;
- Strong capability and skills in the following areas:
 - Principles of Trauma-informed care;
 - Principles of Client Centred Care;
 - Culturally Appropriate services.
- Strong financial management skills, knowledge and experience, or willingness to gain this through training and mentoring.
- Proven capability leading a team.
- High level communication skills, emotional intelligence and capability to work with a broad range of internal and external stakeholders.
- High level attention to detail.
- Demonstrated capability to work independently with limited supervision.
- Demonstrated capability to meet deadlines and manage competing priorities.
- Demonstrated understanding of feminist principles and values.
- Demonstrated understanding of cultural safety and ability to work with Aboriginal people, and people from culturally and linguistically diverse communities.

Desirable

- Post graduate qualifications in relevant field.
- Current membership in relevant professional association.
- Previous experience working in a Not-For-Profit organisation.

Personal Attributes:

- High standard of professionalism, and confidentiality.
- Willingness to lead by example and inspire other.
- Negotiating and influencing skills.
- Drives performance and delivers results.
- Adaptable and able to assist other to embrace change.
- High-level of resilience and tenacity.
- Empathy for vulnerable people.

Other Requirements of Working with Penrith Women's Health Centre

- Be eligible to work in Australia (Australian Citizen; permanent resident, or another relevant visa).
- Demonstrate commitment to and compliance with the PWHC Code of Conduct and Ethics.
- Demonstrate commitment to and compliance with all PWHC Policies and Procedures.
- Maintain client records and other documentation as required by PWHC.
- Maintain client confidentiality in accordance with the National Privacy Principles.
- Comply with mandatory reporting requirements.
- Current National Criminal History Record Check (National Police Check).
- Current NSW Working with Children Check.
- Demonstrated compliance with all relevant current Public Health Orders, including:
 - Public Health COVID 19 Vaccination orders.
- Willing to participate in planning, performance reviews, professional development and professional supervision.
- Willing to participate in whole of organisation activities (e.g., PWHC Working Groups).

Work Health and Safety

All Penrith Women's Health Centre team members are required to take reasonable care for their own health and safety, and that of others in the workplace. That their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

Document Acceptance

No position description can capture the complexity of tasks undertaken by a role within Penrith Women's Health Centre. Therefore, this position description should not be seen as limiting. Some flexibility is required when using this position description, as there may be other tasks, not described within this description, which may be given to this position from time-to-time. Position descriptions also evolve and change over time, Penrith Women's Health Centre will revise and amend position descriptions as required.

I have read and understood all details continued in this Position Description.

I acknowledge this document is not intended to constitute a complete list of my duties and I may be required to carry out other duties consistent with my position or as reasonably instructed by management.

_____ <i>Employee Name</i>	_____ <i>Employee Signature</i>	_____ <i>Date</i>
_____ <i>Witness Name</i>	_____ <i>Witness Signature</i>	_____ <i>Date</i>



Penrith Women's Health Centre

Established 1987

	Author:	Amendments:	Approved By:	Name of Approver:	Date Approved:
1.3	CEO	Initial development of PD	CEO	Kath Skinner	09/11/2021
1.4	CEO	Replace <i>Our Values</i> section with <i>Principles of The Association, as per Constitution</i> .	CEO	Kath Skinner	21/11/2021
1.5	CEO	Update to PWHC document header. Update to Selection Criteria: Addition of statement re section 31 of the Anti-Discrimination Act. Remove responsibility for Work Development Orders	CEO	Kath Skinner	06/12/2022