

Job Description

JOB TITLE	Specialist Family Violence Practitioner
DATE	12 December 2025
REPORTS TO	Family Violence Team Leader
DURATION	Until 30 June 2027
REMUNERATION	As per the Neighbourhood Houses Collective Agreement 2016

Wellsprings for Women established in 1994 in Dandenong, Victoria, is a community- based organisation dedicated to supporting women to gain control over their lives, recognise the root causes to the barriers they face and gain skills they need to achieve their goals. Wellsprings provides a range of services and programs that are designed in consultation with women especially women of migrant, refugee and asylum seeker background and women impacted by mental health, trauma, poverty and family violence.

We are a neighbourhood house and a Learn Local, with a specialization in women's issues. We service the most multicultural population in Victoria. We are committed to gender equality, human rights and a society where women are safe and free from violence.

This position is open to females only. Wellsprings for Women's conduct falls within the exceptions contained in sections 28 and 88 of the Victorian Equal Opportunity Act 2010.

POSITION DESCRIPTION

Position purpose The Specialist Family Violence Practitioner will undertake risk assessment, safety planning, information provision, referrals and advocacy for women who are experiencing Family Violence. provides immediate assistance, referrals, case assessment, support, and coordination. also ensures that women who require additional support are linked with appropriate services and provides short term support until case allocation.

Core objectives include:

Main tasks

- Provide confidential, professional, timely and relevant advice.
- Identify and respond to immediate risks and needs for potential clients.
- Undertake comprehensive assessments and support clients to make informed decisions to meet her/ her children's individual needs
- Provide women with information about available services and options to assist them in exercising choice on an informed basis.
- Make appropriate referrals for women and children to access crisis accommodation and other relevant services.

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- Collect the information required for registration and the case allocation process
- Collate and enter data into software(SHIP) to support clear and concise reporting;
- Provide short-term support for higher risk clients between referral and case allocation, if required
- Help build and maintain effective working relationships with main referral bodies and key agencies
- Ensure a safe work environment and compliance with policies and legislation;

The above list is not exhaustive and the role may change to meet the overall objectives of the organisation.

- Other Duties**
- Fulfil other duties as required by management and other department personnel as requested/required.
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PERSON SPECIFICATION

- Qualifications**
- Tertiary qualifications in Social Work, Community Development or related discipline
- Experience**
- Relevant experience in engaging with women from migrant and refugee backgrounds
- Knowledge**
- Demonstrate understanding of the issues involved in working with women from a multicultural background, including intersectional factors impacting women and children affected by family violence
 - Demonstrated contemporary knowledge of crisis intervention and feminist practice frameworks, and how this is utilised to understand and respond to the gendered nature of violence against women;
- Skills & competencies**
- Well-developed communication skills, conflict resolution and team work;
 - Experience in working with interpreters including telephone interpreters.
- Personal attributes**
- Genuine commitment to social justice and to assisting migrant and refugee women and children;
 - High ethical standards and values, ability to act with integrity and confidentiality.
- Other (Essential)**
- Ability to work calmly and consistently under pressure with the ability to manage competing priorities.
 - Well-developed stake holder skills with a range of professionals
 - Current National Police Check
 - Current Working with Children Check (WWCC)
 - Must hold a current Victorian car license
- Other (Desirable)**
- Fluency in a language other than English relevant to our target population

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

In addition to job specific responsibilities, all staff must commit to and adhere Wellsprings for Women's *Essential Staff Responsibilities and Requirements* including a commitment to and adherence of general responsibilities and requirements, including quality and compliance, risk

and health and safety in line with all regulatory and legislative requirements. Wellsprings for Women has a comprehensive induction and refresher program in which you will be informed of all these responsibilities and requirements and ensure staff's currency.

ACKNOWLEDGEMENT

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position. I also affirm that I will always adhere to Wellsprings for Women's *Essential Staff Responsibilities*, including participating in all related professional development activities as required of me. I also acknowledge, have read and agree to adhere to Wellsprings for Women's Staff Code of Ethics and all policies and procedures, as outlined within the Employee Manual.

SIGNED BY YOU

Date

.....
Employee

Date

.....
Manager