

Domestic Violence Crisis Service DFV Risk Assessment Training Coordinator Position Description

About the position:	
Reports to: Deputy CEO	Employment Status: Temporary to June 2027 with the possibility of permanency. Full-time (negotiable)
Salary Range: SCHADS L7P1 – L7P3 commensurate with qualifications, skills and experience	Entitlements: 5 weeks annual leave and 15 days personal leave per annum (pro rata)
About DVCS:	
The Domestic Violence Crisis Service (DVCS) is a non-government, not-for-profit specialist domestic and family violence (DFV) service that seeks to reduce violence and abuse in relationships and families. We provide crisis intervention and other ongoing supports to enhance safety for people experiencing domestic and family violence within the ACT. DVCS engages in prevention, early intervention, response, and recovery work with people impacted by violence, which includes working with people who use violent and controlling behaviours within their relationships and families. DVCS has been providing services to the Canberra community since 1988, with the initial focus primarily being on crisis intervention. We have grown and evolved over 30 years into a holistic provider of domestic and family violence support services. Our services include a 24/7 telephone crisis intervention service, access to emergency accommodation, help with legal and court matters, provision of case coordination supports, security upgrades and support programs, a men's behaviour change program, and training and education. Our vision is a world free from violence and abuse.	
Role purpose and context:	
The DFV Risk Assessment Training Coordinator will work to build a shared understanding of domestic and family violence risk across the ACT health and human services systems. This is a temporary position to 30 June 2027, but there is reasonable prospects of permanency following budget processes. The DFV Risk Assessment Training Coordinator will work with internal and external stakeholders to design and deliver tailored training to 700 government and non-government workers across the ACT on the ACT Risk Assessment and Management Framework and develop resources and tools to support their capability to respond effectively to victim survivors of DFV. They will coordinate participation and facilitation by external partners across the sector. The DFV Risk Assessment Training Coordinator supports DVCS to maintain a positive public profile, work towards change in community attitudes to domestic violence issues and promote and maintain cooperative and respectful relationships with other agencies. The DFV Risk Assessment Training Coordinator will support the reporting requirements of the program for funding bodies and contribute to work which arises including legislative reform	

initiatives, community education or engagement activities and engagement in stakeholder meetings as requested.

The DFV Risk Training Assessment Coordinator is supervised and supported on a day-to-day basis by the Deputy CEO for all aspects of client service and staff support provision. They are expected to engage in support/reflection, supervision, performance appraisal and debriefing processes as required.

Key accountabilities for the role:

The DFV Risk Training Coordinator will:

- Undertake day-to-day coordination of the Risk Assessment Management Framework Training project, including liaising with funding bodies, data collection and reporting.
- Have the skills/experience to speak to domestic and family violence risk assessment, risk management, and safety planning.
- Facilitate Risk Assessment Management Framework Training across three tiers, from generalist to specialist. Create safe and inclusive learning environments in the facilitation of DFV training sessions to a range of training participants within the ACT across government and non-government sectors.
- Lead the development of training products and resources related to the Risk Assessment and Management Framework to build the capacity of government and non-government workforces to identify and respond to DFV.
- Build strong relationships with funding bodies, partners and other stakeholders to improve collaboration, embed risk assessment and management practice and improve outcomes for victim survivors of family violence.
- Support a team environment through leading by example and promoting respectful and positive workplace behaviours;
- Respond to disclosures of family violence during or adjacent to training provision, and undertake basic risk assessment, safety planning and referrals.
- Engage in other tasks, for example contributing to project work, community education and training sessions as required.

Key skills, experience, and capabilities:

The DFV Risk Assessment Training Coordinator will require the following skills, experience, and capabilities:

- Strong knowledge and understanding of the drivers of domestic and family violence and its impact across the community; as well as issues affecting people with complex needs who require a range of system responses.
- Familiarity with the ACT Risk Assessment and Management Framework, and understanding of its role within the ACT service system.
- Demonstrated experience in supporting people who have experienced domestic and family violence, and the ability to make sound judgements and appropriate referrals.
- Well-developed skills in delivering education or training, or leading group discussions.
- Demonstrated experience in writing and delivering comprehensive and high-quality reports for funding agencies and governing bodies.
- Demonstrated ability to prioritise competing tasks and ensure deadlines are met and expectations managed when issues arise.

- Ability to work in a diverse team of people with a focus on leading and maintaining a growth mindset regarding professional development, as well as team development.
- Ability to work flexibly to meet the needs of the business.
- Demonstrated commitment to the values of equity, inclusion and diversity.
- Current Working with Vulnerable People Card.
- Current driver's licence.

Core capabilities required for all DVCS staff:

Personal accountability and integrity

- Be honest, ethical and professional at all times and encourage others to do the same
- Be accountable for your actions, acknowledging mistakes and learn from these
- Honour your commitments and be transparent in your actions

Resilient and adaptable

- Be agile and able to adapt as requirements change
- Show personal resilience by responding to setbacks in a positive way
- Stay calm under pressure and managing own emotions even in difficult situation

Value diversity and inclusion

- Understand the importance of diversity and demonstrate inclusive behaviour
- Demonstrate respect for others through listening to different views and perspectives
- Create a safe environment where team members feel included and diverse backgrounds and cultures are respected

Work collaboratively

- Help create an inclusive environment by sharing and valuing the opinions of others
- Encourage collaboration and cooperation including sharing of resources
- Identify and overcome barriers to collaboration and create shared learning experiences

Communicate effectively

- Communicate in a clear and concise manner verbally and in written form
- Be an active listener and listen to understand
- Adapt communication style to suit different stakeholders

Build positive relationships

- Build relationships with clients and their families and in the community
- Work towards mutually beneficial outcomes
- Resolve conflict through respectful debate and by being prepared to listen to other views

Evidence-based decision making

- Support evidence-based decision making by using data in a critical manner
- Integrate data from various sources and transform into possible solutions
- Transform analytics into clear and actionable insights that lead solutions

Client focus

- Demonstrate client focus by delivery of high-level services
- Provide advice and demonstrate the ability to listen to the client, and understand their needs
- Treat all clients with respect and professionalism

Financial management

- Ensure financial responsibilities are well managed, accurate and timely
- Ensure appropriate approval for expenses or spending as required by delegations
- Show high standards of financial probity and respect for the organisations money

Commitment to being your best

- Show drive and motivation to be your best-self
- Regularly reflect on own performance to improve and grow
- Seek and accept opportunities for growth including development opportunities and challenging assignments

Problem solver

- Possess the ability to think, analyse and work through problems in a pragmatic manner
- Gather and investigate evidence from a variety of sources
- Question inconsistencies or gaps in information to define the problem clearly and identify potential solutions