

Position: Intake and Assessment Worker

NPYWC Program: Domestic and Family Violence Service (DFVS)

Employment Details: Permanent, full-time – 38 hours per week

Location: Alice Springs

Remuneration:

- \$95,620.42 – \$107,155.38 p.a. (negotiable based on experience) plus superannuation with additional benefits
- **OPTIONAL: six months' free accommodation in a modern, secure furnished house in Alice Springs, living in a sharehouse arrangement with other NPYWC staff**

Additional Information: Due to the nature of this role, applicants are required to be female. In this position an applicant's gender is a genuine occupational qualification and is authorised by division 2, section 14 and 31 of the Anti-Discrimination Act 1997, as amended.

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

Your Team:

The NPY Women's Council Domestic and Family Violence Service (DFVS) supports Anangu women from the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara lands who are experiencing domestic and family violence.

The service operates across the Central Desert tri-state region, incorporating communities in NT, SA and WA.

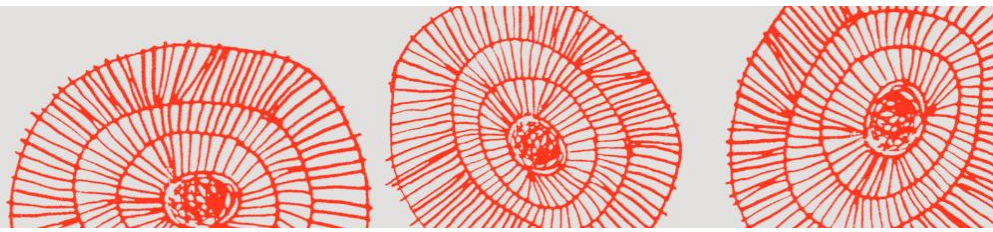
DFVS provides immediate crisis responses via our team of Intake and Assessment Officers,

Your Role:

The Intake and Assessment (I&A) team is comprised of three I&A Workers and is the first point of contact for women seeking support from DFVS.

I&A Workers operate mostly via the phone, supporting Anangu women who are calling to seek support for domestic and family violence. I&A Workers also respond to Anangu women who present to our office in Alice Springs, and receive referrals from services via a shared email address.

I&A Workers provide short-term, intensive support to women experiencing DFV and then



who provide short-term intensive support via our freecall referral line.

DFVS also employ a team of caseworkers who support a caseload of women over the medium- to long-term, and make regular visits to remote communities.

DFVS also incorporates a community programs team which provides specialist support (e.g. legal advocacy), and brings together Anangu women with lived experience of DV to provide cultural guidance to our workers, and to engage in healing and primary prevention work in their own communities.

DFVS work from a trauma-informed, culturally safe model and centre the agency of Anangu women in all our work. You can find more detail about our way of working in the Strengthening Community Capacity to End Violence Framework:

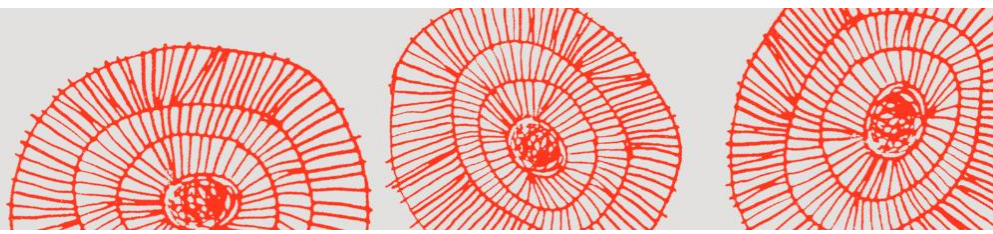
<https://www.npywc.org.au/publications/>

refer on or exit once the crisis is resolved. Risk assessment, safety planning, advocacy, liaison and referral are key elements of the I&A response.

I&A operate in line with the SCCTEV Framework and work in a trauma-informed and culturally safe way, guided by a respect for women's agency.

Your Responsibilities:

- Provide trauma informed, culturally safe face to face and telephone intervention for women accessing DFVS.
- Provide short-term support for women who are experiencing crisis for up to two weeks, which may include advocacy and liaison with health, legal, accommodation and child protection services
- Complete risk assessments and safety planning in collaboration with women experiencing violence, in line the with NT Risk Assessment Management Framework (RAMF)
- Liaise with emergency services such as police and clinic, including fulfilling mandatory reporting obligations
- Provide information on available services and referrals to both remote and town-based services
- Work in close collaboration with and refer to DFVS caseworkers, who support clients seeking medium- to long-term support
- Maintain clear and accurate client records using DFVS' database Communicare
- Participate in monthly supervision with your line manager
- Participate in regular team reflective practice sessions
- Model respectful communication and actively contribute to a supportive workplace culture that reflects trauma-informed and culturally safe practice



- Develop strong relationships with service providers in Alice Springs and in the NPY tri-state region, particularly police, child protection and health services.
- Adhere to AASSW Code of Ethics and NPYWC Code of conduct.

Skills and Experience:

- Experience working in a domestic and family violence service, including sound risk assessment and safety planning skills
- Experience working with First Nations people in a human services setting
- Demonstrated capacity to work in a trauma-informed, culturally safe way
- Demonstrated cross-cultural and interpersonal skills including an ability to negotiate and resolve conflict.
- Comprehensive computer skills, including using a client data base.
- Highly developed organisational and time management skills, including an ability to manage competing demands and prioritise in accordance with risk

Qualifications:

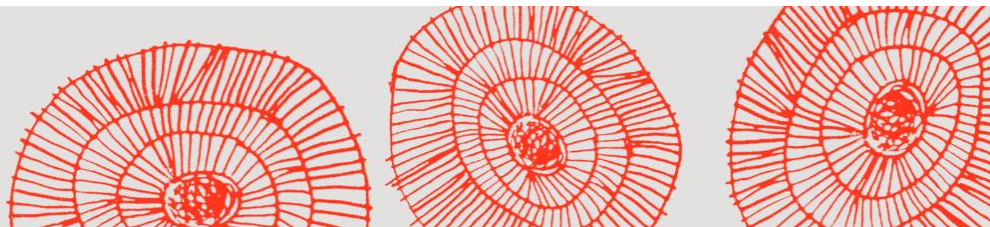
- A tertiary qualification in Social Work, Community Services or a related field; OR
- Experience commensurate with this qualification

Remuneration:

- Base Salary: \$95,620.42 – \$107,155.38 per year
- Plus 12 % Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus
- **OPTIONAL: six months' free accommodation in a modern, secure furnished house in Alice Springs, living in a sharehouse arrangement with other NPYWC staff**

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this



situation may change and staff may be required to co-share a NPYWC leased or owned property.

- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Catherine Kilpatrick – Acting Manager on catherine.kilpatrick@npywc.org.au or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date