

Position Description

Specialist Family Violence Practitioner

(Parental Leave Cover Position – 8 months)

Kara Family Violence Service

Kara Family Violence Service (Kara FVS) is a specialist family violence service providing crisis support to women and their children experiencing and escaping family violence. Guided by a feminist understanding of family violence, Kara FVS is committed to supporting all women and children impacted by family violence, including those who face additional barriers due to cultural background, disability, age, sexuality, geographic location, or other intersecting factors. Women are encouraged and empowered to make informed decisions and take control of their lives.

Case management is provided within a crisis intervention framework, complemented by appropriate transitional support. Our approach is tailored to meet the individual strengths, needs and goals of each woman and child who accesses our service. We recognise the right of all women and children to live free from physical, emotional, sexual, financial and all other forms of abuse.

Kara FVS provides refuge accommodation, transitional housing and outreach support, working alongside women and children to enhance safety, wellbeing and opportunities for recovery and independence.

Vision

Kara FVS supports women and children to live safely without fear of violence.

Organisational Context

The Specialist Family Violence Practitioner plays a key role in supporting women and children who are experiencing or recovering from family violence. Working within a crisis intervention and case management framework, the Practitioner provides risk assessment, safety planning, advocacy, information, referral and practical support to assist clients to make informed decisions and work towards their goals. The role requires a strong commitment to feminist, trauma-informed, strengths-based and collaborative practice, with a focus on promoting client safety, wellbeing and long-term outcomes.

The Practitioner works closely with internal programs and a broad range of external services, including housing, legal, health, child and family services, to provide coordinated and integrated support. The role contributes to a culture of accountability, continuous improvement, professional excellence and advocacy for women and children impacted by family violence.

Conditions of Employment

Kara FVS holds an exemption under the Equal Opportunity Exemption Act 2010 (Vic). Applications for this position are therefore open to female-identifying candidates only.

Hours of Employment:

- Full Time, 76 hrs per fortnight, 9:00am – 5:06pm, Monday to Friday or 0.8 FTE.
- After Hours On-Call duty on a rostered basis.

Reporting to:

- Reports to the Team Leader, with accountability to the Program Services Manager.

Award:

- Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010 - level 5 commensurate with qualifications, and experience.
- Superannuation will be paid according to the Superannuation Guarantee.
- Salary packaging available.
- Purchased leave available after probationary period.

Mandatory requirements:

- Tertiary qualification in Social Work, Psychology, or another relevant related discipline in accordance with the Mandatory Minimum Qualifications (MMQ) for specialist family violence practitioners.
<https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners>
- Unrestricted Victorian Driver's Licence and good driving record.
- Current Working with Children Check.
- Successful completion of a Police Record Check and, where required, an International Police Check.
- Verification of qualifications and employment history, including referee checks.
- Successful completion of pre-employment safety screening.
- Commitment to Child Safety and adherence to the Kara FVS Child Safety requirements.
- Commitment to the provision of sensitive support and cultural safety to women and children including Aboriginal women and children, women and children from a multicultural background, LGBTQI+ community members and women and children with disabilities.

Responsibilities and Accountabilities

This position is responsible for providing timely crisis intervention and holistic case management support to women and children who have experienced family violence.

Service Delivery

- Provide high-quality case management to clients, ensuring cultural safety and equity of access to the full range of support services for women and their children experiencing family violence.
- Offer appropriate support to clients within a crisis framework. This includes assessment, information and referral, advocacy, court support, transitional housing support and the establishment of community supports. This will be achieved through the development and regular review of case plans.
- Attend case conferences as required.
- Ensure that clients are supported to identify and prioritise their needs through an integrated and consultative approach and to promote and maintain a welcoming and non-threatening environment and context for this process.
- Provide support and encouragement to clients to access other services in the community to meet special needs such as disability, language, culture, spirituality, health, financial and legal services.
- Identify and link clients to the community to which they may be relocating.
- Promote parenting skills and awareness of children's rights and needs.
- Adhere to the standards of mandatory reporting especially as regards the safety and wellbeing of children.
- Assist in maintaining the refuge environment. This may include basic cleaning and room set-up.
- Participate on the after hours on-call roster as required.

Administration

- Complete client case notes accurately, succinctly, objectively and in a timely manner.
- Ensure the requirements of the data collection platform SHIP are completed accurately and within the required timeframes
- Collect and record client data accurately and in accordance with Kara Family Violence Service policy and procedures and the requirements of the funding body.
- Contribute to the development of agency policy around a range of areas relating to the service.
- Contribute to the development of innovative processes, practices and quality systems and promote an environment of continuous improvement.
- Actively prepare and participate in regular staff meetings, client review meetings, supervision and annual performance appraisal.

Professional Development

- Attend relevant meetings, workshops and seminars and participate in interagency liaison, community activities and training to contribute to sector development and maintain professional skills.
- Contribute to the education and training of students on placement.

Key Selection Criteria

1. A tertiary qualification in Social Work, Psychology, Welfare, Social Sciences or other related discipline.
2. Demonstrated a minimum two years' experience working within a specialist family violence service.
3. Demonstrated understanding of family violence, including relevant theories, practice frameworks and contemporary specialist family violence practice, together with sound knowledge and application of MARAM, FVISS and CISS.
4. Demonstrated ability to deliver culturally safe, inclusive and child-centred services to women and children from diverse backgrounds and experiences, while working both independently and collaboratively to achieve agreed client and organisational outcomes.
5. Knowledge of, and an ability to access a range of relevant community resources, particularly in the areas of counselling/therapeutic supports, parenting and children's support, health, drug and alcohol, legal, income support, and accommodation to assist women and children with issues relating to family violence.
6. Demonstrated ability to manage competing priorities and work calmly, flexibly and responsively in a crisis response.
7. The ability to physically undertake the described role, maintain self-care and resilience, and effectively participate in supervision and reflective practice.
8. Highly developed communication, advocacy and stakeholder engagement skills, with the ability to build effective relationships, prepare professional documentation and represent the service within the sector and broader community.
9. A preparedness to accept a high degree of accountability to co-workers, clients and management.
10. Demonstrated organisational, time management and accountability skills, together with a commitment to continuous improvement, professional development and responsive adaptation to change.
11. Intermediate computer skills in a Windows environment.

Ethical Responsibilities

- Maintain ethical standards of practice consistent with those of the relevant professional body.
- Maintain harmonious relationships with all members of staff.
- Adherence to the Kara FVS Code of Conduct, Policies and Procedures, Direct Services Manual and the Department of Families, Fairness and Housing service standards and funding requirements.
- Treat all client, staff and agency information as strictly confidential.