

JOB DESCRIPTION	
Title	Domestic & Family Violence Senior Practitioner
Department	NI-Connect Child and Family Wellbeing Services
Responsible to	Program Manager
Location	Norfolk Island
Responsible for (If applicable)	N/A
Overall Purpose/Aim: The Domestic & Family Violence Senior Practitioner works under general direction and is responsible for the planning, coordination, implementation and administration of domestic and family violence programs, initiatives and service responses across Norfolk Island. The position applies a high level of specialist knowledge, professional judgement and initiative to achieve organisational objectives and improve outcomes for victim-survivors, children, young people and families affected by domestic and family violence. The role provides expert advice and leadership to staff and stakeholders, contributes to service system development, policy and procedural improvements, supports program planning and evaluation, assists with reporting and budget-related activities, and establishes collaborative partnerships to strengthen the Norfolk Island response to domestic and family violence.	

Core Responsibilities

- Establish and maintain professional working relationships with community and inter-agency stakeholders to facilitate and lead the co-design of a contemporary, evidence-based, integrated and collaborative domestic and family violence service system which is responsive to individual need and sensitive to the unique cultural and socio-political complexities of the Norfolk Island community context.
- Lead, plan, coordinate, develop, deliver and evaluate:
 - Tailored information and educational materials, capacity building initiatives, workforce development programs, prevention and early intervention and programs and activities aimed at promoting community awareness about domestic and family violence and its impact on children, young people and families;
 - Programs, procedures, practices, service pathways and service responses to meet the varied needs of children, young people and victim/survivors impacted by DFV, and options for assistance for people using violence;
 - Relevant DFV policy, procedure and practice guidance and other resources for Norfolk Island.
- Provide expert DFV advice and guidance during case consultations, collaborative meetings and stakeholder discussions. This includes exercising professional judgement and initiative in situations where policies, procedures or precedents are not clearly defined.

- Monitor developments in legislation, policy, research, evidence and DFV sector reform and advise management and staff on implications for practice and service delivery.
- Provide professional supervision, mentoring and coaching to staff, delivering culturally appropriate, holistic, trauma-informed, and responsive services to community members impacted by DFV, including crisis responses, risk assessment and management, safety planning, advocacy and ongoing case management. This may include co-working or carrying a small specialist case load.
- Work with other team members to undertake delegated functions under the Child Welfare Act 2009 (NI) including receiving, investigating, and assessing child protection concerns about significant harm to children and young people and case management for children and young people receiving statutory child protection intervention.
- Maintain accurate and relevant client records.
- Undertake research, monitoring, data analysis and service planning activities to support a culture of continuous improvement, staff professional development and evidence-informed practice.
- Prepare reports, briefing papers, recommendations and other documentation for management and stakeholders, including assisting with preparation, monitoring and reporting of program budgets and resource utilisation in consultation with the Program Manager.
- Participate in the out-of-hours duty roster.
- Working sensitively in a small, remote community that is undergoing significant change, following a decision for Commonwealth management in 2015.
- Commitment to inclusive practices, recognising the diverse and unique circumstances of each person's experience.

Additional Duties

- The post holder will be expected to demonstrate Key Assets' purpose and values.
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islanders, people who identify as LGBTQIA+, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

This role will involve living on Norfolk Island, a remote island community in the South Pacific.

It is the nature of child and family work that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when an occasion arises where tasks not specifically covered in the Job Description are required to be undertaken.

Key Assets as a Child Safe Organisation

Key Assets is strongly committed to prioritising child safety and wellbeing, with organisational leadership and governance mechanisms driving the ongoing development and maintenance of a child safe culture, as outlined in the National Principles for Child Safe Organisations. Promoting safety and wellbeing and preventing harm to children and young people is at the centre of our values, thoughts, decisions, and actions. To learn more about the National Principles for Child Safe Organisations, please visit www.humanrights.gov.au/childsafe

PERSON SPECIFICATION

Domestic & Family Violence Senior Practitioner

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge, and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise (if applicable) **T**
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<u>Education/ Qualifications</u>						
Must hold recognised Social Work or similar degree-level qualification. If social work qualification is from overseas then proof of validation by the AASW required	Essential	✓	✓	✓		✓
<u>Experience/ Training</u>						
Significant post-qualification experience in child and family work with a domestic and family violence focus	Essential	✓	✓	✓		
Experience in planning, coordinating, implementing and evaluating projects, programs or service initiatives	Essential	✓	✓	✓		
Experience in working with people in a crisis response, including the ability to conduct risk assessments, develop case management plans, identify priorities, and deliver evidence-based interventions	Essential	✓	✓	✓		
Experience providing specialist advice, mentoring, coaching or practice support to staff and stakeholders	Essential	✓	✓	✓		
Experience in community capacity building and workforce development	Desirable		✓	✓		
Experience in preparing reports, analysing information and contributing to service development and improvement	Desirable		✓	✓		
Skills in tailoring responses to a unique socio-cultural and remote community context	Desirable		✓	✓		
Excellent communication, interpersonal, relationship building and written skills	Essential	✓	✓	✓		
<u>Knowledge</u>						
An ability to interpret and apply legislation, policy, procedural guidelines and practice standards relevant to DFV and child protection work.	Essential	✓	✓	✓		
Good working knowledge of the <i>Crimes (Domestic and Personal Violence) Act 2007</i> (NSW) (NI)	Desirable		✓	✓		
Demonstrated knowledge of community services systems, DFV practice frameworks, organisational policies and service delivery models	Essential	✓	✓	✓		
Sound understanding of program planning, implementation, monitoring, evaluation and reporting processes	Essential	✓	✓	✓		
Ability to establish priorities, manage competing demands and achieve outcomes within agreed timeframes	Essential	✓	✓	✓		
Strong analytical and problem-solving skills	Essential	✓	✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
Demonstrated understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Office	Essential	✓		✓		
<u>Personal Qualities</u>						
Demonstrated ability to exercise a high degree of professional judgement, initiative and autonomy	Essential	✓	✓	✓		
Commitment to providing high-quality services and to ongoing learning	Essential	✓	✓	✓		
Tenacious, diligent, and resilient with the ability to adopt a creative approach to problem solving in a resource limited environment	Essential			✓		
Ability to work respectfully in partnership with internal and external stakeholders and community members	Essential			✓		
Ability to work with a degree of autonomy, within legislative, policy and procedural guidelines	Essential			✓		
Reliability, flexibility, and dependability	Essential			✓		
Ability to maintain confidentiality	Essential			✓		
<u>Miscellaneous</u>						
A commitment to diversity, social inclusion and equity	Essential			✓		
Ability and willingness to travel as needed, including occasional nights away	Essential		✓	✓		
Ability and willingness to work flexibly including weekend, early morning and evening work as necessary	Essential		✓			
Must possess a full current Australian driving licence and be prepared to obtain a Norfolk Island driving licence	Essential		✓			✓

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.

Signed by Job Holder:	
Full Name:	
Date:	