### Position Description

**Job Title**

Domestic Violence Worker (Counsellor)

**Our Vision**

Making a difference – bringing domestic and family violence to an end.

**Aim of the Service**

Cairns Regional Domestic Violence Service Inc (CRDVS) aims to use its specialist knowledge and skills to prevent domestic and family violence in the community and to empower those affected by it by providing counselling, support, advocacy and education and professional training to all stakeholders. We will at all times strive to uphold high levels of professionalism and accountability.

**Position Objective**

The primary responsibility of this position is to provide crisis intervention, including intake and assessment, crisis counselling, Domestic Violence Protection Order applications, information and referral to perpetrators of domestic violence by telephone or whilst at Cairns Domestic Violence Court, and medium to long-term DV counselling to persons who are affected by domestic and family violence as required to ensure victims in crisis receive a timely service.

A secondary responsibility of this position is to work closely with and to deputise (during periods of extended absence eg. annual leave) for the Lead Case Manager by participating in, and coordinating, the High Risk Team (HRT) co-located at the Department of Child Safety, Youth and Women (DCSYW) Cairns office.

A third component of this position is the provision of group work, community education and interagency co-operation to work towards a concerted approach for the elimination of domestic and family violence within the region.

**Period of Work**

Fixed term appointment to 1st February 2020.

**Hours of Work**

38 hours per week.

**Salary & Conditions**

In accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010* Worker Level 5.

All employees are required to comply with the policies and procedures established by the service.

The service strives to provide safe working conditions for its employees and thus implements a strict non smoking policy on its premises and in its car.

**Organisational Relationships**

The Domestic Violence Worker operates under the general direction and supervision of the Senior Practitioner and within the guidelines and policies set by the Cairns Regional Domestic Violence Service Inc Board.

# Responsibilities

1. Provide effective crisis intervention including intake and risk assessment, information and referral, crisis counselling, medium to long term DV counselling and assistance with protection order applications to victims of domestic and family violence, exercising professional judgement whilst working within the guidelines of relevant legislation and organisational policies.
2. Work flexibly with a variety of modalities appropriate to counselling people as their individual needs and learning styles dictate.
3. Assist at Cairns Domestic Violence Court by providing information, referral and general assistance to aggrieved and respondents in relation to protection orders and assist other CRDVS staff, judicial officers, court staff and police officers with domestic violence court duties.
4. Work closely with, and deputise for the Lead Case Manager during periods of extended absence eg. annual leave, by participating in, and coordinating, the High Risk Team (HRT) co-located at the DCSYW Cairns office. This includes:

* Facilitating referrals to the HRT, including paper-based referrals, by entering details into the ICT system;
* Supporting the co-chairs of the HRT to decide the suitability of referrals for consideration by the HRT;
* Preparing and maintaining appropriate, accurate and confidential records of HRT client work, including safety and case management plans; and
* Collecting data to support program compliance of the HRT with agreed operating procedures and protocols.

1. Assist, when necessary to provide cover, at the Family Law Court as part of the Family Advocacy and Support Service, by providing information, safety planning and referral for people attending the court where domestic and family violence is a concern.
2. Exercise initiative to maintain and further develop links, cooperation and networks with other organisations, including the Cairns High Risk Team, to provide effective services and improve coordination of service responses.
3. Exercise initiative to develop and maintain professional and client resources for use in the organisation.
4. Assist in enhancing greater community awareness of domestic and family violence and the effects it has on women and children by participation in community education as required by the Chief Executive Officer of CRDVS.
5. Prepare and maintain appropriate, accurate and confidential records of client work, including case management plans, reports and assessments as appropriate, including relevant documentation to assist women escaping domestic violence subject to the Family Violence Provisions of the Immigration Act.
6. Undertake administrative tasks relevant to the position, including collection and timely reporting of CRDVS statistical data to the Chief Executive Officer of CRDVS, and assist in the general administration of the organisation.
7. Participate actively in regular case management meetings with other CRDVS team members.
8. Participate actively in supervision (internally and externally) and professional development and training.
9. Work cooperatively as a member of a team to achieve the smooth and effective functioning of the Service and the achievement of organisational and client goals.
10. Comply with all CRDVS policies and procedures including the Code of Conduct which sets out expectations relating to behaviour and communication.
11. Undertake other duties as directed by the Senior Practitioner or Chief Executive Officer.

**Qualifications**

[Essential] Possession of degree level tertiary qualifications in the social or behavioural sciences (eg. Psychology, Social Work, Counselling).

[Essential] Class C driving licence.

**Key Selection Criteria**

KSC1 Demonstrated high level skills in providing counselling, risk assessment, case management, group work, advocacy and crisis intervention in the domestic and family violence or sexual assault context.

KSC2 Demonstrated high level of interpersonal skills with a proven ability to work cooperatively within a team environment to attain organisational and client goals, together with high level written and spoken communication in order to liaise with government and non-government agencies to advocate on behalf of clients.

KSC3 Demonstrated understanding of domestic and family violence, including knowledge of cultural differences and needs and its effects on women, children and adolescents and other issues affecting child welfare, such as child abuse. An understanding of the gendered analysis of domestic and family violence is also required to be demonstrated.

KSC4 Demonstrated computer literacy skills, including Microsoft Office applications.

KSC5 Demonstrated sound knowledge of legislation impacting on situations of domestic and family violence.

**Additional Information**

The position is based in our Cairns office but the worker may also be required to provide relief work in our Tablelands and Mossman offices.

Applicants for this position will be required to disclose any relevant criminal history (including convictions that are not recorded) and charges at the time of the interview.

It is a requirement of this service that all successful applicants also have or obtain a ‘Working with Children Card’ (also known as a ‘Blue Card’) and undergo a formal Police criminal history check.

It should be noted that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.

**Submission of Application**

Please submit your application online and attach a current resume with a minimum of two referees. Only applications addressing all the selection criteria will be considered.

**For Further Information**

Please contact Amanda Lee-Ross, Chief Executive Officer on 4033 6100 for any further information.

I confirm that I have read the above position description and have been given a copy for my records.

…………………………………………… Date ……………………….