

	<b>Position Title:</b> Senior Specialist Family Violence North East Community Development Practitioner		<b>Team:</b> Northern Family & Domestic Violence Outreach Team	<b>Region:</b> Northern
	<b>Supervisors:</b> Team Leader Community Programs (Family Violence)	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> B	<b>Date Completed:</b> 29 June 2018

## ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p><b>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</b></p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>The Northern Family &amp; Domestic Violence Service (NFDVS) is the lead provider and access point for the integrated family violence service system in the Hume Moreland region and provides case management services in the North East and Hume Moreland regions. The service provides a range of support services to women and their children who have experienced family violence. The service aims to assist women and their children to remain safely within their community and maintain a life free of violence while also addressing the emotional and practical needs and issues arising from the violence.</p> <p>Underpinning the service is a commitment to work within a feminist framework that acknowledges the gendered nature of violence against women and the social pattern of inequality in which violence and abuse is perpetrated. The service works from an empowering model that attempts to promote a woman’s sense of self and encourage her own agency. In our work with Indigenous women we understand that colonisation and the resulting destruction of kinship networks, targeted disruption to secure attachments with the result of trans generational trauma which continues to impact on the Aboriginal community and influences the perception of the community towards services such as Berry Street. The service also acknowledges that women from Culturally &amp; Linguistically Diverse (CALD) communities bring experiences from their countries of origin and cultures that require recognition. This service acknowledges the power imbalance experienced by women with disabilities when they are dependent on others for their care which increases a woman’s vulnerability to all forms of violent and controlling behaviours. The service has an appreciation of the impact of Family Violence on the development and well-being of infants, children and adolescents.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> To be the best we can be and to never give up</p> <p><b>Integrity:</b> Expect a personal and organisation commitment to honesty</p> <p><b>Respect:</b> Acknowledge the importance of each person’s heritage, traditions, identity, needs and aspirations</p> <p><b>Accountability:</b> Be responsible for our own actions</p> <p><b>Working Together:</b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>This position will engage with key stakeholders in the North East to develop and deliver Family Violence training and resources to meet the identified needs of these stakeholders in relation to the impact of Family Violence on mother’s infants, and children 0-12. The position will offer a local site based secondary consultation service to professionals, and will support the expedient referral into the family violence service sector where appropriate. The role will be focussed on working collaboratively with Early Years services as identified in collaboration with the T/L of Community Programs, with an expectation of attending networks and meetings associated with this initiative. The role will also provide a specialist family violence case management response to six women and their children.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Eaglemont Office, however will require a regular presence in the North East</p> <p>This role reports to the Team Leader of Community Programs - who will provide supervision and review.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> <li>Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.</li> <li>Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.</li> <li>Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> </ul>	
KEY SELECTION CRITERIA : KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> <li>Excellent written and oral communication skills (including public speaking, presentations and facilitation skills)</li> <li>Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies</li> <li>A demonstrated understanding of the effects of violence and trauma on women and their infant/ children/adolescents and an understanding of contemporary responses to these issues.</li> <li>Demonstrated experience in casework with women and children who have experienced family violence.</li> <li>Demonstrated experience and expertise in engaging with the community and the ability to develop positive collaborative partnerships.</li> <li>Demonstrated understanding of developing and delivering training in accordance with a required project work plan.</li> <li>An understanding of the gendered nature of violence and the ability to articulate a practice framework including engagement and assessment.</li> <li>Demonstrated ability to be able to lead others in reflecting and analysing complex family situations.</li> <li>Demonstrated commitment to working collaboratively with the capacity to negotiate and liaise with other agencies, government departments and the community.</li> <li>Excellent time management skills and capacity work independently, and in work environments outside of the Eaglemont office site.</li> <li>Demonstrated ability to flexibly manage competing priorities.</li> <li>Good computer skills, specifically report writing, developing training presentation materials and resources of a high quality.</li> <li>Good written and verbal communication skills.</li> </ul>	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>A tertiary qualification Social Work, Psychology, welfare or a related discipline</li> <li>Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</li> </ul>	<ul style="list-style-type: none"> <li>A comprehensive understanding of the Integrated Family Violence Services sector and a knowledge of the Northern Sub-regional service system.</li> <li>Knowledge of the Family Violence Protection Act 2008 and the Common Risk Assessment Framework and the ability to share this knowledge and model systems advocacy.</li> <li>Ability to speak a relevant community language.</li> </ul>

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Direct Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provision of training workshops over a 12 month period to partners in the Early Years sector in consultation with the Team Leader of Community Programs.</li> <li>• Provision of advocacy on behalf of women and their children to promote access to required services.</li> <li>• Provision of secondary consultation to professionals working within the Early Years sector in the North East</li> <li>• Provision of timely access to the NFDVS programs to parents/caregivers and their children/adolescents who have experienced family violence.</li> <li>• Provide a specialist family violence case management response to six women and their children</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain concise, accurate and legible records, of partnership engagement, needs analysis and secondary consultations, including completed forms and reports as required according to program guidelines.</li> <li>• Maintain accurate statistical data as required by Berry Street to report on project activities and outputs, including all aspects of the developed work plan for the project.</li> <li>• Maintain any identified client information in a safe, secure place as per confidentiality policy.</li> <li>• Maintain accurate statistical data as required by Berry Street, CS Net. Ensure that data reports are forwarded to the Program Manager in accordance with timelines.</li> <li>• Attend regular team meetings and other forums as required.</li> <li>• Undertake other duties as directed.</li> </ul>
<b>Program Development</b>	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with community partners and professional in the North East who are involved in service provision to infants, and children 0-12.</li> <li>• Establish and maintain effective working relationships with partner and other agencies able to provide services and support to women and children who are experiencing high or elevated risk and complex responses to family violence.</li> <li>• Participate in local, regional and state wide meetings or networks to advocate regarding the issues confronting women and their children who have experienced family violence in consultation with the Team Leader and Program Manager.</li> <li>• Represent the project on relevant committees, groups and networks in consultation with the Team Leader and Program Manager.</li> <li>• In conjunction with other team members undertake program promotion, presentations and other community education and training activities to other relevant groups and organisations.</li> <li>• Assist in the development and implementation of new projects or initiatives relevant to supporting children who have experienced family violence.</li> <li>• Establish effective working relationship with partner agencies providing counselling and support to children and women who have experienced family violence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Help build and maintain effective working relationships with partners, main referral bodies and key stakeholders.</li> <li>• Draw on the expertise of the broader service staff to complement planning and delivery of training and resources developed for the project.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other duties as directed</li> </ul>

## CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. This position is fixed term until 30 June 2019.
3. You will initially be employed at our Eaglemont Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
5. The base salary for this position is SCHCADS Level 6 Pay Point 1 which is currently \$78,738.66 under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
6. You will be eligible for an annual motor vehicle allowance of \$10,500 (pro rata). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street.
7. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
8. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
9. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
10. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
11. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
12. Berry Street has a smoke-free workplace policy.

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
<b>People Contact</b>	Work with clients who may have a physical or sensory disability	Regular
	Liaise with government, non-government and community organisations	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services	Daily
	Undertake training and professional development activities.	Regular
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily

<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional