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|  | Position Title: Senior Specialist Family Violence Case Worker | | Team: Family & Domestic Violence Service | | Region: Northern |
| | Supervisor: Team Leader Case Work | Delegations and Authorities: In Line with Delegations Policy | | Band: B | Date Completed: October 2018 |

ORGANISATIONAL INFORMATION

| OUR VISION AND FOCUS | ROLE CONTEXT |
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| <p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</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 & Domestic Violence Service 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 a framework that attempts to promote a woman's sense of self and encourage her own agency (empowerment). This framework incorporates an understanding of the multi factorial contributors to the experience of Family Violence by any individual woman. In our work with Aboriginal women we understand that colonisation and the resulting destruction of kinship networks, i.e. the targeted disruption to secure attachments through institutionalisation has resulted in significant transgenerational trauma which continues to impact on the Aboriginal community and influences the perception of the community towards services such as Berry Street. The service acknowledges that women from 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 women'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 children and adolescents. The service operates within a collaborative & supportive team environment with a strong focus on partnerships with relevant external organisations.</p> |
| OUR VALUES | PRIMARY OBJECTIVES OF THE ROLE |
| <p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p> | <p>The role is an outreach case management role. Outreach case management (assessment and support) is conducted in a variety of settings that are assessed to be safe for both the worker and the woman. The service has arrangements across the Northern Region which offers access to this service for women. Case Workers work in conjunction with women and their children to identify goals and achieve them.</p> |
| | REPORTING RELATIONSHIPS |
| | <p>This role is based at our Eaglemont Office. It is part of the broader Northern Family & Domestic Violence Service.</p> <p>This role will report to the Team Leader of Case Work who will provide supervision and review. This role has no direct reports and works in conjunction with other team members.</p> |

| EXPECTATIONS | |
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| <ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • 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. • Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. | |
| KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE | |
| <ul style="list-style-type: none"> • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies. • Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • An understanding of the gendered nature of violence and the ability to articulate a practice framework including engagement and assessment. • An understanding of Family Violence and its impact on women and their children. • Demonstrated ability to be able to reflect and analyse complex situations arising in specialist family violence casework. • Demonstrated commitment to working collaboratively with the capacity to negotiate and liaise with other agencies and the community. | |
| QUALIFICATIONS AND OTHER REQUIREMENTS | DESIRABLE |
| <ul style="list-style-type: none"> • A tertiary qualification Social Work, Psychology, Welfare or related discipline. • An understanding of the Child, Youth and Families Act 2007 and the Family Violence Protection Act 2008. • 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. | <ul style="list-style-type: none"> • Proficiency in a language other than English. |

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

| ACCOUNTABILITY | SPECIFIC RESPONSIBILITIES |
|--------------------------------|---|
| Direct Service Delivery | <ul style="list-style-type: none">• Provision of a case management response to women and their children who have or are experiencing family violence and require information, support and or referral to appropriate services.• Undertake comprehensive risk assessment with women based on her own assessment of her own and her children's safety, the Common Risk Assessment Framework and your professional judgement as part of the initial contact.• Develop and review comprehensive safety plans with women and their children.• Provision of advocacy on behalf of women and their children to promote access to required services. |
| Administration | <ul style="list-style-type: none">• Maintain concise, accurate and legible records, including case notes, completed forms and reports as required according to program guidelines.• Maintain client files in a safe, secure place as per confidentiality policy.• Maintain accurate statistical data as required by Berry Street and DHHS. |
| Program Development | <ul style="list-style-type: none">• Establish effective working relationship with partner agencies providing services and support to women and children who have experienced family violence.• Assist in the planning, development and reviewing of intake work policy and procedures as required. |
| Other | <ul style="list-style-type: none">• Other duties as directed. |

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. 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.
3. 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.
4. The remuneration for this position is SCHADS Level 6 PP 1 \$78,738.66 gross per annum, under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. 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.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. 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.
9. 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.
10. 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 |
|-----------------------------|---|------------|
| Work Environment | Manage demanding and changing workloads and competing priorities. | Daily |
| | Work in a team environment. | Daily |
| | Work in different geographic locations. | Daily |
| | 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 |
| People Contact | Liaise with government, non-government and community organisations. | Occasional |
| | Work with clients who may have a physical or sensory disability. | Regular |
| | 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. | Occasional |
| | Undertake training and professional development activities. | Regular |
| Administrative Tasks | 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 |
| Transport | 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 |