

Cairns Regional Domestic Violence Service Inc

PO Box 12103, Cairns DC, Qld 4870

Telephone: (07) 4033 6100

www.dvcairns.org

Position Description

Job Title

Senior Practitioner (Mossman)

Cairns Regional Domestic Violence Service ('CRDVS') Vision:

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

Our Conviction:

Working from a gendered analysis that recognises women and children as bearing the brunt of domestic and family violence, we support clients to live life free from the impact and threat of violence in their lives, by providing by providing space and validation of their experience/s through a platform of safety and empowerment applying values and ethics consistent with our portfolio of services.

Position Objective

The primary responsibility of this role is to provide day to day supervision and support to direct client service workers ("the counselling team") based in our Mossman office; and assist with developing and maintaining client programmes of the CRDVS as part of the CRDVS Senior Management Team. On occasion, this may entail direct service delivery.

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

Hours of Work

76 hours per fortnight.

Salary & Conditions

Pro-rata in accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010* Worker Level 6.

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 Senior Practitioner works under the general direction of the CEO and within the guidelines and policies set by the CRDVS Board.

Responsibilities – Office and Team Supervision

- Provide an effective crisis intervention service, medium to long term counselling service and court support service to victims of domestic and family violence, by supervising the Mossman team.
- Coordinate the services provided by the Mossman team i.e. Phone/Intake rosters, group work, crisis appointments and on-going appointments.
- Provide regular internal supervision and debriefing to the Mossman team.
- Demonstrate knowledge and skills in a variety of modalities appropriate to counselling people as their individual needs and learning styles dictate.
- Advocate for clients and develop and maintain links and networks with other organisations to provide effective services and improve coordination of appropriate responses to domestic and family violence.
- Audit individual counselling and group work (if applicable) for women and children to ensure its relevancy.
- Ensure the maintenance of appropriate, accurate and confidential records of client work, including risk assessments and case management plans, in line with privacy legislation.
- Maintain clear communication across the teams.
- Participate in regular and ongoing consultation as part of the Senior Management Team to discuss issues that may impact on work performance.
- Work with the Senior Management Team to develop and maintain a safe and supportive working environment for all staff.
- Participate in support systems within the organisation including staff meetings, Senior Management Team meetings, team supervision, staff appraisals, and informal contact.
- Provide and receive peer support as a part of the staff team.
- Monitor the expenditure of Home Security Safety Upgrades brokerage and client support (general brokerage) in the Mossman office.

Responsibilities – Community, Networking, Awareness and Education

- 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 CEO or CRDVS Board.
- Exercise initiative to maintain and further develop links, cooperation and networks with other organisations and government departments to provide effective services and improve coordination of service responses.
- Develop and maintain educational/training resources for use in the organisation.
- Participate in the development, and be actively involved in, events for Domestic and Family Violence Prevention Month.

Responsibilities – Organisational Development

- Participate in the formulation and implementation of the service plan as part of the Senior Management Team.
- Actively participate in supervision (internally and externally) and professional development and training.

- Maintain knowledge of current and emerging trends and practices concerning domestic and family violence and the delivery of domestic and family violence services and programs to inform appropriate service delivery to meet identified organisational and community needs.
- Participate in the monitoring of legislative and policy developments in regard to domestic and family violence.
- Ensure cultural appropriateness of services for clients.
- Deputise for the CEO where requested, including representing the service at external forums.
- **Responsibilities – Administration**
- Participate in the review, evaluation and policy development of the organisation in conjunction with other staff.
- Comply with all CRDVS policies and procedures including the Code of Conduct which sets out expectations relating to behaviour and communication.
- Contribute to the Annual General Meeting Report.
- Undertake administrative tasks relevant to the position, including collection and timely reporting of CRDVS statistical data to the CEO of CRDVS and other data required for research and needs analysis purposes.
- Undertake other duties as directed by the CEO or CRDVS Board.

Qualifications

[Essential] Possession of degree level tertiary qualifications in the social or behavioural sciences (eg. Psychology, Social Work, Counselling) and previous experience working in the specialist domestic and family violence field.

[Desirable] Two years staff supervision experience.

[Desirable] Class C driving licence.

Key Selection Criteria

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| KSC1 | Demonstrated experience of and high level of skills in counselling interventions and support to adults, children and young people, and an ability to articulate a number of theoretical frameworks from different counselling models including Trauma Informed Practice. |
| KSC2 | Demonstrated understanding of developmental stages for children, adolescents and families. |
| KSC3 | 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. |
| KSC4 | Demonstrated ability to provide supervision and participate in a staff team in a collaborative and supportive manner, and the capacity to work both independently and as part of a team. |

- KSC5 In-depth knowledge, gendered analysis and understanding of domestic and family violence and its effects on women, children and adolescents, including knowledge of cultural differences and needs, and other issues affecting child welfare, such as child abuse.
- KSC6 Demonstrated computer literacy skills, including Microsoft Office applications.
- KSC7 Demonstrated knowledge of legislation impacting on situations of domestic and family violence including family law.

Additional Information

This position is based in our Mossman office but there may be a requirement to provide relief work in our Cairns, Atherton and Mareeba offices.

Our commitment to the safety and wellbeing of children

The CRDVS is committed to the physical and emotional safety and wellbeing of children and young people. CRDVS delivers its various services operating within legislation, frameworks and regulations including the Human Services Quality Framework; National Principles for Child Safe Organisations; DFV Services Practice principles, standards and guidance; Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2011 and the Child Protection Act 1999.

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 have a 'Working with Children Card' (also known as a 'Blue Card') and undergo a formal Police criminal history check.

For Further Information

Please contact Sandra Keogh 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