



## Women's Safety Services SA

### Job & Person Specification –Service Delivery

<b>Position Title:</b>	Risk and Safety Specialist		
<b>Classification:</b>	Level 5, SCHADS Award		
<b>Location:</b>	Northern Multi-Agency Hub		
<b>Last Reviewed</b>	1/5/2025	<b>Review Due</b>	1/5/2025

<b>Role Reports to:</b>	Program Manager, NADVS
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#### KEY PURPOSE OF THE POSITION

The Risk and Safety Specialist will provide Risk and Safety Reports to SAPOL to safeguard people seeking to withdraw charges, revoke or vary intervention orders. Risk and Safety Reports cover a range of information including key risk factors, safety management plans, history of violence within relationships and current DFV risk. The Risk and Safety Specialist assesses risk, develops safety management plans and connects victim-survivors to a range of DFV support services where they are not already connected. The Risk and Safety Specialist plays a key role in developing integrated practices between SAPOL and various DFV support services in the Northern metropolitan region of Adelaide.

#### THE ORGANISATION

WSSSA is a women's and children's domestic and family violence service that provides an integrated response to its clients through the provision of specialised, accessible and flexible models of service delivery. WSSSA has a strong and varied history, delivering services across diverse cultures and backgrounds. Our practice model is underpinned by a safety-first approach which seeks to ensure that the safety and empowerment of women and their children is paramount in all aspects of service delivery and advocacy.

#### VALUES AND PRINCIPLES

We value and are committed to:

- Safety
- Diversity and Equity
- Respect
- Responsiveness, Flexibility and Innovation
- Knowledge and Accountability
- Community responsibility

## KEY WORKING RELATIONSHIPS

- Program Manager
- SAPOL, including Hub and Northern CFVIS
- Multi-Agency hub staff
- Clients of WSSSA
- All WSSSA staff
- External stakeholders and Agencies

## KEY RESULT AREAS

- Undertake comprehensive risk assessments that highlight areas of coercive control, high and imminent risk flags, relationship history and impacts of violence on the person at risk and (where applicable) their children.
- Work with people at risk to develop thorough safety management strategies that support their decisions regarding their relationships
- Produce timely and comprehensive Risk and Safety Reports for SAPOL or Courts as requested
- Provide family and domestic violence counselling, information relating to safety, supports and available resources;
- Provide early intervention, crisis and recovery referrals for people at risk that are tailored to their safety requirements
- Develop, promote and fine-tune quality integrated service responses which are underpinned and informed by a deep understanding of the challenges of domestic violence, as well as aligned with WSSSA values and practice model;
- Develop and maintain partnerships with government, non- government and community organisations that promote and enhance positive outcomes for clients of accommodation services;
- Ensure client records meet legislative and organisational requirements, are up to date at all times, and that relevant details are entered into client databases;
- Seek approvals for program or client related expenses as per WSSSA guidelines;
- Maintain the confidentiality of client information as required by WSSSA Policy
- Participate in quality improvement programs and activities to meet Contractual and Service Excellence Standards and requirements;



PERSON SPECIFICATION
Essential Qualifications
<ul style="list-style-type: none"><li>Degree or diploma in Social Work, Social Sciences, Community Services and/ or experience commensurate with the position.</li></ul>
Competencies and Experience
<ul style="list-style-type: none"><li>Significant experience in the provision of counselling or case management through trauma informed responses and practice, in a domestic violence or strongly related field;</li><li>Previous experience working in a crisis or domestic violence or related setting;</li><li>Excellent knowledge of the theoretical approaches applicable when working with women and children experiencing domestic and family violence, including Aboriginal family violence;</li><li>Strong empathy and ability to work sensitively with a diverse range of clients affected by domestic violence and in crisis by providing appropriate and timely information and support;</li><li>Ability to make accurate, detailed and holistic assessments of client needs and communicate these clearly to clients and stakeholders;</li><li>Strong understanding of risk assessment and safety management as it relates to women and children experiencing domestic and family violence in diverse contexts.</li><li>High level of written and verbal communication skills and interpersonal skills, including the production of high quality reports for legal proceedings and the ability to liaise, negotiate, advocate and resolve conflict;</li><li>Highly organised with ability to manage multiple demands, and strong attention to detail to ensure accurate client data and record keeping</li><li>Strong attention to detail, and sound administration skills, including ability to use MS suite of products and client databases to maintain client records</li><li>High level of adaptability, creative problem-solving and the initiative to work independently, and as part of a team;</li><li>Knowledge of legislation as it relates to domestic and family violence</li></ul>



#### **SPECIAL CONDITIONS**

- Current full Driver's License and able to drive;
- The incumbent is required to satisfactorily complete a Department Human Services Child Related Screening and National Police Check;
- Flexibility to work cross functionally, and/ or move between WSSSA programs as required, to ensure the achievement of service and operational requirements across the organisation.

#### **GENERAL DUTIES & RESPONSIBILITIES**

- Promote and implement high quality services to clients of WSSSA in alignment with WSSSA Practice Model, Service Delivery policies and procedures, WSSSA values and WSSSA Code of Conduct.
- Faithfully and diligently, perform the duties consistent with this position as may be varied from time to time by the organisation.
- Comply with all laws applicable to the performance of this position and not to enter into any arrangements or understandings that conflict with your duties as a team member of the organisation.
- Ensure the health and safety of yourself and others by complying with WSSSA's Work, Health & Safety policies, procedures and guidelines.

#### **Duty as a Public Officer**

- As a Public Officer, as per the Independent Commissioner against Corruption (ICAC) definition, you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI), any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

#### ***Prepared by***

**Name: Kathrine Cock**

**Role Title: Director of Services**

***Date: 3/4/2024***