

## **Position Description**

### **Job Title**

Domestic Violence Worker (Court Support) Mareeba

### **Our 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 position is to provide crisis intervention, including telephone and face to face intake and risk assessment, Domestic Violence Protection Order applications, assistance at Mareeba DV court and case management to persons affected by domestic and family violence as required to ensure victims in crisis receive a timely and safety-enhancing service. This may also include the provision of information and referral to perpetrators of domestic violence by telephone.

A secondary component of this position includes community education and interagency co-operation to work towards a concerted approach for the elimination of domestic and family violence within the region.

### **Hours of Work**

52.5 hours per fortnight (0.7 FTE).

### **Salary & Conditions**

*Pro-rata* in accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010* Worker Level 4.

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 (Court Support) operates under the supervision and direction of the Senior Practitioner and the Chief Executive Officer 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 and case management of clients, 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. Lead Domestic Violence Court Team Briefing meetings to provide information and general assistance to other CRDVS staff in relation to CRDVS assisted protection order applications.
3. Assist at Mareeba Domestic Violence Court by providing information, referral and general assistance to the aggrieved in relation to protection orders and assist other CRDVS staff, judicial officers, court staff and police officers with domestic violence court duties.
4. Exercise initiative to further develop and maintain links and networks with the Queensland Police Service, Mareeba Magistrate's Court, Relationships Australia's Men's Behaviour Change Program staff and any other collaborative partners to provide effective services and improve coordination.
5. Exercise initiative to maintain and further develop links, cooperation and networks with other organisations to provide effective services and improve coordination of service responses.
6. Develop and maintain professional and client resources for use in the organisation.
7. Prepare and maintain appropriate, accurate and confidential records of client work, including case management plans and DV court outcomes.
8. 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 Senior Practitioner or Chief Executive Officer of CRDVS.
9. 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.
10. Participate actively in regular case management meetings with other CRDVS team members.
11. Participate actively in supervision (internally and externally) and professional development and training.
12. 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.

13. Comply with all CRDVS policies and procedures including the Code of Conduct which sets out expectations relating to behaviour and communication.

14. 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) or working towards a relevant degree with experience to enable the person to competently perform all the requirements of the position.

[Essential] Class C driving licence.

### **Key Selection Criteria**

KSC1 Demonstrated skills in providing crisis counselling, risk assessment, case management, advocacy and crisis intervention.

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 knowledge, or the ability to rapidly acquire knowledge, of legislation impacting on situations of domestic and family violence.

### **Additional Information**

The position is based in our Mareeba office. The worker may also be required to provide relief work in our Atherton, Mossman or Cairns offices.

CRDVS is committed to continually striving towards a safe and healthy working environment, including taking all reasonably practicable steps required to protect clients, families, employees, and others from the risk of COVID-19. Therefore, all staff are to be fully vaccinated as an inherent requirement of employment.

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.

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

**Submission of Application**

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

**For Further Information**

Please contact Sandra Keogh, CEO 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 .....