

## POSITION DESCRIPTION

<b>Position</b>	Specialist Family Violence Assessment and Response Practitioner
<b>Location</b>	Ringwood and Outer Metropolitan Orange Door Croydon
<b>Reports to</b>	Team Leader
<b>Direct Reports</b>	Nil
<b>Award/ Classification</b>	SCHADS Level 5
<b>Date</b>	September 2021

### ORGANISATIONAL CONTEXT

EDVOS is a leading specialist family violence service in Victoria. Our work is focused across seven Local Government Areas including Boroondara, Manningham, Whitehorse, Monash, Knox, Maroondah and Yarra Ranges. Some of our training, education and primary prevention programs are national.

EDVOS is predominantly funded to work with women and children. It is recognised that being female is the biggest risk factor for experiencing family violence. EDVOS acknowledges that family violence can take many forms such as intimate partner violence, child abuse, elder abuse, carer abuse, parental abuse and sibling abuse. Our specialist family violence response services are mostly directed towards women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, children, pets and other animals, who are responding to any form of family violence.

EDVOS is committed to assisting all people, regardless of ethnicity, race, religion, sexual orientation, gender identity, age and ability within our community and can also provide access to other family violence services that are most suitable to the individual's unique needs and goals.

Due to the specialist nature of the work, EDVOS predominantly employs women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, as per the findings of Equal Opportunity exemption H327/2017 and by special measure. EDVOS actively promotes a safe and inclusive workplace where workers are free from discrimination and are afforded dignity and respect.

EDVOS is a child safe organisation and is committed to promoting and protecting the safety and interests of children. This includes the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children who identify as LGBTI as well as children with a disability.

Document No:	TEM-HR-02	Version No:	4
First approved:	13/11/2003	Next review date:	30/04/2023
Last approved:	30/04/2020	Responsible person:	Human Resources Manager
Authorised by:	GM Corporate	Page	1 of 6

## POSITION DESCRIPTION

---

### ***EDVOS Vision***

A community free from family violence, where everyone feels safe.

### ***EDVOS Mission***

To take a collaborative and evidence-based approach to supporting those experiencing family violence, whilst also working to prevent family violence before it occurs.

### ***EDVOS Values***

- **Equity:** Prioritising the use of resources to address inequities in our society;
- **Accountability:** Responsible for delivering high quality, evidence based services AND; working to ensure perpetrators of violence are held to account for their actions;
- **Collaboration:** Striving to be a valued partner by working collaboratively with others;
- **Respect:** Concern for human rights as well as the experiences and aspirations of others;
- **Innovation:** Displaying resourcefulness and innovation, focusing on positive and sustainable outcomes;
- **Advocacy:** 'Actively speaking and behaving in a way that advances human rights'

Document No:	TEM-HR-02	Version No:	4
First approved:	13/11/2003	Next review date:	30/04/2023
Last approved:	30/04/2020	Responsible person:	Human Resources Manager
Authorised by:	GM Corporate	Page	2 of 6

## POSITION DESCRIPTION

### ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)

<b><i>Occupational Health and Safety (OH&amp;S) and Wellbeing</i></b>
<p>Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by EDVOS, including to:</p> <ul style="list-style-type: none"> <li>• Work in a manner that considers and enhances the health, safety and wellbeing of self and others.</li> <li>• Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances.</li> <li>• Ensure that all work areas are maintained in a safe condition.</li> <li>• Identify, report and record all safety hazards, incidents and injuries.</li> <li>• Participate in OHS training, consultation and communication meetings where required.</li> <li>• Actively assess, manage and where possible mitigate workplace risk.</li> </ul>
<b><i>Continuous Quality Improvement (CQI)</i></b>
<ul style="list-style-type: none"> <li>• Adhere to EDVOS's policies, procedures and Code of Conduct.</li> <li>• Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices.</li> <li>• Actively participate in supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required.</li> <li>• Be open to new ways of doing things and respond to challenges with innovative ideas and solutions.</li> <li>• Strive for and promote continuous quality improvement across the organisation.</li> </ul>
<b><i>Diversity</i></b>
<ul style="list-style-type: none"> <li>• Demonstrate respect and acceptance of diversity at all times.</li> <li>• Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.</li> </ul>
<b><i>Respectful Relationships</i></b>
<ul style="list-style-type: none"> <li>• Facilitate good, respectful working relationships with EDVOS staff, clients and all stakeholders, internal and external through clear communication and a willingness to work towards the prompt resolution of any concerns.</li> </ul>

Document No:	TEM-HR-02	Version No:	4
First approved:	13/11/2003	Next review date:	30/04/2023
Last approved:	30/04/2020	Responsible person:	Human Resources Manager
Authorised by:	GM Corporate	Page	3 of 6

## POSITION DESCRIPTION

### POSITION OBJECTIVE

As an EDVOS team member the Assessment and Response practitioner will provide screening, triage, risk and needs assessment, planning and crisis support to all incoming referrals for victim-survivors. The Practitioner will work in close partnership with practitioners from other agencies and within an integrated Practice Framework within the Orange Door, to increase the safety of women and children experiencing family violence through direct service provision.

#### About the Orange Door:

A key recommendation of the Royal Commission into Family Violence was to establish Support and Safety Hubs ('Hubs') to operate as an integrated intake and access point for women, children and young people experiencing family violence, and families who need assistance with the care and wellbeing of children to access the services they need to be safe and supported. These Hubs are known as The Orange Door. The Orange Door is strongly focused on perpetrator accountability, working with the system and engaging perpetrators of family violence to hold them accountable for their actions and changing their behaviour. The Orange Door brings specialist practitioners together from a range of services to work within an Integrated Practice Framework. As a partnership, these services work together in an integrated way to provide an accessible, safe and welcoming service that provides quick and simple access to support for:

- Adults, children and young people who are experiencing family violence
- Families who need support with the care and wellbeing of children and young people
- Perpetrators of family violence.

### POSITION SPECIFIC ACCOUNTABILITIES

- Acknowledge and work to address gender and power issues underlying domestic violence on both personal and social levels including a focus on accountability of perpetrators
- Provide high quality risk assessment and safety planning with women and children
- Ensure client case notes/records and data collection requirements are recorded electronically, and adhere to organisational policy and procedures (both Orange Door and EDVOS) with respect to quality standards, privacy and confidentiality.
- Provide quality case planning and timely file management
- Provide a high quality Service as directed
- Active collaboration with peers (both Orange Door and EDVOS), EDVOS Senior Management Team, Orange Door leadership, and external stakeholders
- Participate in service planning and continuous quality improvement
- Ensure all work with women and children is holistic and evidence-based, reflecting their needs whilst aiming to promote independence, resilience and enhanced quality of life.
- Ensure all services are culturally sensitive and align with EDVOS strategic and Diversity plan
- Participate in professional development, supervision and reflective practice as per organisational requirements.
- Other duties as directed
- The practitioner can expect to be allocated duties not specifically outlined in the position description, however within the capacity, qualifications and experience normally expected from a person occupying this type of position. This reflects the evolving nature of the Orange Door implementation process.

Document No:	TEM-HR-02	Version No:	4
First approved:	13/11/2003	Next review date:	30/04/2023
Last approved:	30/04/2020	Responsible person:	Human Resources Manager
Authorised by:	GM Corporate	Page	4 of 6

## POSITION DESCRIPTION

### KEY SELECTION CRITERIA

- A qualification or relevant experience in line with the minimum mandatory qualification requirements for specialist family violence practitioners and, where required, a willingness to work towards the minimum qualifications (*\*please see section 'Minimum Mandatory Qualification requirements*).
- Knowledge, experience and skills in; intake, family violence risk assessment and safety planning, case planning and referrals, and client advocacy with a demonstrable understanding of, and commitment to, the principles and practices of a specialist family violence service to support women to make informed choices. .
- Ability to establish effective working relationships with clients and other service providers.
- An understanding of relevant theories and practice frameworks that relate to family violence, including the gendered nature of family violence, knowledge of trauma-informed, strengths- based and person -centred practice, and the EDVOS suite of services
- Knowledge of and commitment to Feminist theory, principles and practice
- Ability to participate in planning, implementation and evaluation of programs.
- Capacity to provide a high quality family violence service inclusive of Aboriginal and Torres Strait Islander Women, children, young women, CALD clients and women who identify as LGBTI clients both over the phone and face-to-face.
- Demonstrated understanding and respect for child safety principles
- Ability to manage self-care, reflective practice and resilience with quality and responsive service provision
- Proven ability to function both independently and within a team environment.
- Excellent organisational and administration skills including verbal/interpersonal and written skills as well as demonstrated conceptual, analytical and problem solving skills
- Knowledge or training in MARAM (Multi Agency Risk Assessment and Management Framework) is desirable

### TERMS AND CONDITIONS

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated Superannuation contribution. While legislation allows, Salary Packaging is offered with this position.

All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, individual work plans as well as active demonstration of EDVOS values and organisational accountabilities and responsibilities including child safety and equity and diversity.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence is required for this position.
- Eligibility to work in Australia.

Document No:	TEM-HR-02	Version No:	4
First approved:	13/11/2003	Next review date:	30/04/2023
Last approved:	30/04/2020	Responsible person:	Human Resources Manager
Authorised by:	GM Corporate	Page	5 of 6

## POSITION DESCRIPTION

---

### **\*Minimum mandatory qualification requirements**

As per the minimum mandatory qualification requirements via <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners> all candidates wishing to apply for this role must be able to demonstrate that they:

- Are considered EXEMPT under the policy or;
- Hold a Bachelor of Social Work or other equivalent qualification or;
- Have a minimum 5 years relevant professional experience, OR a related qualification as per the mandatory minimum qualification requirements or;
- Hold significant cultural knowledge and experience or lived experience, and have faced barriers to educational pathways.

Please note that candidates wishing to enter the specialist family violence workforce via a related qualification or 5 years related professional experience pathway, OR the significant cultural knowledge and experience or lived experience pathways will be required to work towards an equivalent qualification within specified timeframes (as per the mandatory minimum qualifications policy).

Document No:	TEM-HR-02	Version No:	4
First approved:	13/11/2003	Next review date:	30/04/2023
Last approved:	30/04/2020	Responsible person:	Human Resources Manager
Authorised by:	GM Corporate	Page	6 of 6