

POSITION DESCRIPTION

Position	Graduate Specialist Family Violence Advocate
Team	Direct services
Location	EDVOS offices in Ringwood and Orange Door locations in the Eastern Metropolitan region
Reports to	Specialist Family Violence Advocate / Graduate Mentor
Direct Reports	Nil
Award/ Classification	SCHADS Level 4
Date	Updated October 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.

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. This is due to the specialist nature of the work and the services that EDVOS provides to women and children who are responding to family violence in the community. EDVOS actively promotes a safe and inclusive workplace where workers are free from discrimination and are afforded dignity and respect.

EDVOS is a child-focused and 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 as well as children who identify as LGBTI and children with a disability.

EDVOS Vision

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

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 4

POSITION DESCRIPTION

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'

ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)

Occupational Health and Safety (OH&S) and Wellbeing	
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:	
<ul style="list-style-type: none"> • Work in a manner that considers and enhances the health, safety and wellbeing of self and others. • Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances. • Ensure that all work areas are maintained in a safe condition. • Identify, report and record all safety hazards, incidents and injuries. • Participate in OHS training, consultation and communication meetings where required. • Actively assess, manage and where possible mitigate workplace risk. 	
Continuous Quality Improvement (CQI)	
<ul style="list-style-type: none"> • Become familiar with and adhere to EDVOS's policies, procedures and Code of Conduct. • Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices. • Attend supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required. • Be open to new ways of doing things and respond to challenges with innovative ideas and solutions. • Strive for and promote continuous quality improvement across the organisation. 	
Diversity	
<ul style="list-style-type: none"> • Demonstrate respect and acceptance of diversity at all times. • Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory. 	

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 4

POSITION DESCRIPTION

Respectful Relationships

- 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.

BACKGROUND INFORMATION

Together with Family Safety Victoria, EDVOS is committed to providing graduates of social work the strong foundation of training and support required for them to become capable Specialist Family Violence Advocates, and to develop a career in either the family violence sector, or, within organisations that intersect with family violence services.

Family Safety Victoria will support the graduate with their 'Learning and Development' program, in which they will have access to specialist state-wide resources, including guest speakers, monthly community of practice sessions and tailored workshops to support knowledge development. The Graduate Specialist Family Violence Advocate will be supported by a Mentor at EDVOS as they work towards meeting the standards of the AASW Capability Framework for Family Violence 2018. EDVOS will provide graduates with formal and informal supervision, training and professional development opportunities as well as supported client and stakeholder management.

Graduates will have the opportunity to learn about all aspects of family violence service delivery from assessment and response to case management, with an opportunity to hold and manage their own caseload. Graduates will also be introduced to a number of EDVOS' complimentary programs including the Risk Assessment and Management Panel (RAMP), the Personal Safety Initiative (PSI) and the Child Protection-Family violence partnership.

POSITION SPECIFIC ACCOUNTABILITIES

EDVOS graduates gain experience across a number of areas, including but not limited to:

1. Assessment and Response (Orange Door)
2. Case Management/ Intensive Case Management

Over 12 months of the graduate program the graduate will acquire, develop and utilise a broad range of skills whilst working with Victim Survivors and their children. Accountabilities for this role include:

- Risk assessment- brief and comprehensive risk assessment using MARAM tools
- Risk management - addressing, managing and mitigating immediate and ongoing risk and coordination with external services
- Use of information sharing (FVISS & CISS) to share and request information to support risk assessment and management planning
- Needs assessment- identification & response to immediate needs, including assessment for brokerage eligibility & submitting brokerage requests.
- Provision of high quality safety planning
- Identifying appropriate referral pathways & facilitating informal or warm referrals
- Developing sound skills in case Management practice and writing clear and accurate case notes

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 4

POSITION DESCRIPTION

- Client-centred practice – developing sound use of Goal Directed Care Planning tools.
- Collaborative and coordinated practice - active participation in care team meetings & RAMP where possible.
- Developing an understanding of the Orange Door and working collaboratively with Orange Door Practitioners as required
- Active participation in a portfolio role or working group
- Other duties as directed.

EDVOS graduates will develop a well-rounded understanding of family violence and build skills in multiple areas, including being provided the opportunity to undertake a brief project in the primary prevention team.

KEY SELECTION CRITERIA

- Bachelors and/or Masters of Social Work is essential along with evidence of interest in developing a career in the Family Violence sector.
- Knowledge of relevant theories and practice frameworks that relate to Family Violence, including knowledge of Trauma Informed Practice, case management, strengths based and feminist theory.
- Foundational knowledge of risk assessment, client centred family violence case management, safety planning, and client advocacy.
- Demonstrable understanding of diversity and intersectionality in family violence, accompanying a foundational knowledge of the role of family violence advocates in supporting ATSI women, children, young women, CALD clients, older persons and women who identify as LGBTIQ+
- Demonstrated understanding and respect for Child Safe Standards and Child Safety Principles
- Ability to establish strong working relationships with peers, managers and stakeholders with exceptional communication skills.

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, and individual work plans.

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 (where required).
- 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	4 of 4