POSITION CONTEXT: INTEGRATED FAMILY VIOLENCE REFORM

The primary aim of the family violence reform is to introduce an integrated service response across community services such as community health, family violence specific services, police and courts that improve the safety of women and children and to hold violent men accountable for their actions.

Women and children affected by family violence in the Western sub-region are supported by a consortium of agencies including Women’s Health West, Western Region Health Centre, Elizabeth Hoffman House and MacKillop Family Services. This integrated multi-agency approach provides a range of support services, counselling and group work programs. Better communication between agencies ensures that women receive an appropriate, gendered response, regardless of the pathway by which they access the service system.

The Integrated Family Violence Services System (IFVSS) is part of the State Government’s strategy to reduce the incidence of family violence, the leading contributor to death, disability and illness for women aged 15-44 in Victoria.

| Position: | Children’s Counselling and Group Facilitator |
| Employment Period: | Part Time (30.4 hrs per week) possible increase in hours dependent on availability of recurrent funding. |
| Reports to: | Co-ordinator Counselling Services |
| Responsibility: | The position focuses on the needs of children and young people who have experienced/witnessed family violence and require counselling and support intervention. |
| Internal Relationships: | This person needs to develop strong internal working links primarily with the relevant Family Violence services provided by staff within WHW. |
| External Relationships: | The person in this position will maintain and initiate effective working relationships with a range of other specialist children’s services as well as a range of community, legal and health workers in the Western Region. The person may participate in regional and sub-regional family violence network and other relevant meetings. |
| Remuneration: | Salary and conditions based in accordance with Women’s Health West Enterprise Agreement 2010, Pay Level 3c. Paid external clinical supervision and a Salary Packaging option is available per Women Health West Policy. An initial three month probationary period will apply as part of the employment offer and contractual agreement. A current Police Clearance and working with children check is mandatory and must be provided soon after acceptance of position for verification. WHW is committed to complying with privacy and confidentiality legislation. All employees are required to sign a Privacy and Confidentiality Agreement as part of the employment offer and contractual agreement. |
| Located: | Women’s Health West, 317-319 Barkly Street, Footscray |

POSITION OBJECTIVE:

women’s health west – active, effective and leading the region in advancing women’s health safety and wellbeing
Within a family centred practice approach, this position aims to:

- address children’s family violence counselling needs through a partnership model with specialist family violence and children’s assessment/counselling and case management services
- provide individual trauma counselling to children affected by family violence either as victims or witnesses to the violence
- provide targeted specialist consultation, information, advocacy and referral, community education, networking and awareness raising when appropriate
- engage in targeted group work in collaboration with other specialist providers.

### KEY RESPONSIBILITIES:

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| **PROFESSIONAL SKILLS AND APPLICATION:** Appropriate qualifications, experience, demonstrated knowledge and application of the skills required for this position | **Direct Service Delivery**
- As part of the entry point system for referrals assist in assessment and secondary consultation for counselling/groupwork interventions with children/adolescent referrals.
- Provide appropriate counselling and/or group work interventions for children/adolescents who have experienced family violence.
- Provide parenting support/strategies to parents/caregivers of children who have been affected by family violence.
- Ensure that appropriate referrals and consultation with other specialist children’s services are part of the assessment and intervention strategies.
- Provide secondary consultation and community education to other service providers and individuals on issues faced by children/adolescents who have experienced family violence.
- Assist with child protection and notification issues, directly or indirectly with other team members.
| **Program Development**
- Establish effective working relationships with partner agencies providing counselling and support to women and children who have experienced family violence.
- Represent the program on relevant committees and networks in consultation with Co-ordinator.
- In conjunction with other team members undertake program promotion, presentations and other community education and capacity building activities to targeted groups and organisations.
- Assist in building effective working relationships with main referral bodies and stakeholders.
- Develop and maintain knowledge of program philosophy and policies and program guidelines and content.
- Assist in the development and implementation of new projects or initiatives (ie group work development) in partnership with others that are relevant to support children/adolescents who have been affected by family violence.
- Contribute to the maintenance of resources on children affected by Family Violence in collaboration with the Information Worker and specialist children’s agencies. |

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| **COMMUNICATION WITH STAKEHOLDERS:** Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of stakeholders | **Develop close working relationships with other agencies providing direct or indirect support to children who have experienced family violence to ensure an integrated response to children affected by family violence is delivered.**
- Act in a professional manner at all times when dealing with internal and external clients.
- Positively promote the organisation both internally and externally.
- Maintain confidentiality on all issues relating to the Organisation, the service users and colleagues.
- Treat all stakeholders with respect and equality, whilst being
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| TEAMWORK AND COMMUNICATION: Demonstrated ability to participate as an active member of Women's Health West, consistent with the philosophy and policies of the organisation. | • Utilise the resources within the agency to support all aspects of the role.  
• Co-operate with team members, students, volunteers, service users and management.  
• Participate in case allocation, case planning and other required team processes.  
• Share information with co-workers and management and be proactive in solving work-related problems.  
• Seek to work through conflict and reach agreement by demonstrating good communication skills.  
• Work well within a diverse environment and actively foster a supportive workplace culture of inclusion and learning.  
• Support the implementation of team directions and work plans.  
• Contribute to internal newsletter and/or other journals as negotiated.  
• Participate in the planning and evaluation of services and programs as required.  
• Assist in the development of protocols, policies and procedures more generally.  
• Be aware of, and apply to practice the organisation’s strategic vision, values and directions.  
• Contribute to the implementation of the organisational strategic plan.  
• Use and apply WHW policies, procedures and standards. |

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| ADMINISTRATION AND DOCUMENTATION: Through the use or organisational procedures ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner | • Ensure that accountability reports and collection of data is adequately maintained.  
• Contribute to agency research and the identification of new and emerging trends and presenting issues.  
• Co-operate with research generated through the DHS, SAAP or health sectors.  
• Keep accurate, concise and confidential case records in accordance to privacy principles and procedures;  
• Ensure that all documentation is accurate and completed in a professional and timely manner.  
• Respond to requests for reports and other written documents.  
• Assist in the upkeep of resource files and databases. |

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| CONTINUOUS IMPROVEMENT: Commitment to ensuring quality services are delivered to stakeholders through continuous improvement activities | Demonstrate understanding of all relevant external legislation and internal policies and procedures that relate to this position and the Organisation.  
• Participate in and contribute to quality improvement programs and other facility activities to meet Service / Accreditation Standards.  
• Participate and contribute in occupational health and safety activities to ensure a safe work environment for service users, community, staff and visitors.  
• Performance of other duties as required, provided such duties are within the range of the employee’s skills, competency and training. |

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| PERSONAL AND PROFESSIONAL DEVELOPMENT: Demonstrated experience and understanding of the need for continuation of both personal and professional development | • Continually develop both personally and professionally to meet changing needs.  
• Participate in program, group and individual supervision sessions and professional development training as required.  
• Prepare for and participate in team, staff and group meetings as required.  
• Actively participate in the Performance Management process as required. |
KEY PERFORMANCE INDICATORS:

To completely perform in this position, the person should possess knowledge, skills and experience based upon six Key Performance Indicators (KPIs)

Regular performance monitoring will be against the K.P.I.’s.

KEY SELECTION CRITERIA:

1. Tertiary qualifications in Social Work, Psychology, Art Therapy or related social and community services discipline.

2. An understanding of the integrated family violence service system and the role of the Children’s Counselling and Support Worker to co-ordinate appropriate responses within this system

3. Direct service experience including:
   - Counselling and support as it relates to children/adolescents who have experienced family violence and trauma;
   - Understanding of the affects of violence and trauma and contemporary responses to these issues;
   - Demonstrated experience in writing child assessment reports
   - Commitment to children’s rights and its application to service delivery;
   - Working with women and children from culturally diverse communities;
   - Knowledge of the child and family services sector and direct service issues as they relate to the western region;
   - Demonstrated understanding of Family Law and Crimes (Family Violence) Act and child protection processes;
   - Capacity to work flexibly and responsively to casework and program demands.

4. Program development and community education skills including:
   - Demonstrated capacity to contribute to program development, drawing on practice experience;
   - Capacity to initiate and deliver group work;
   - Capacity to initiate and deliver community education and training;

5. Values / Attitudes pertaining to Social/Feminist Frameworks including:
   - A demonstrated understanding of feminist practice and its application in responding to the gendered nature of violence against women and its impact on children / adolescents;
   - A demonstrated commitment and ability to work with children who are experiencing family violence in a respectful, empowering way, using community development principles;
   - An understanding of children and young people’s rights;

6. Knowledge and use of Networks including the ability to develop close working relationships with agency partners and other agencies.

7. Strong communication skills including:
   - Verbal and written skills;
   - Capacity to negotiate and communicate with a range of professionals;
   - Maintenance of concise, accurate records and client files;

8. Demonstrated ability to work within a team delivering a range of services whilst clearly understanding boundaries and roles and responsibilities when working independently.

9. Computer skills and capacity to maintain records, statistical data collection through proficient use of appropriate computer applications.

Position Description approved:_______________________________

Chief Executive Officer

women’s health west – active, effective and leading the region in advancing women’s health safety and wellbeing
PERFORMANCE MONITORING

Fixed Term Position:
Appropriate arrangements for performance monitoring will be determined, based on the duration and scope of the position.

For Continuing Employment Position:
An initial review of performance will be undertaken within three months of commencement, as per WHW’s probation policy and then formally every twelve months using the six Key Performance Indicators (K.P.I.’s).

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed annually as part of performance management, when the position description becomes vacant or as deemed as necessary.

FURTHER INFORMATION:
For specific queries about this position, contact the program Manager, Family Violence Services on 9689 9588.

Application Details
Written applications addressing key selection criteria, with three nominated referees (including a current supervisor) marked ‘Confidential’, may be posted or emailed to:

Manager
Family Violence Services
Women’s Health West,
317-319 Barkly Street, Footscray, 3011.
jacky@whwest.org.au

Closing date for applications: Friday 7 December 2012