



POSITION DESCRIPTION August 2017

Position	Intensive Women's Practitioner
Program	Keeping Safe Together
Stream	Integrated Family Violence Services
Reports to	Project Manager – Keeping Safe Together
Employment Period	Full time -12 month fixed term position
Exemption	VCAT Exemption No. A128/2012 (subject to Equal Opportunity Act 2010)
Remuneration	Salary and conditions based on qualifications and experience in accordance with the Women's Health West Enterprise Agreement 2010 Level 3C, including 9.5% superannuation. Generous salary packaging options available as per WHW policy. An initial probationary period will apply as part of the employment offer and contractual agreement.
Located	Office locations in Wyndham and Melton as well as Women's Health West, 317-319 Barkly Street, Footscray Vic 3011. The position holder is expected to work flexible hours including out of business hours.

Organisational Context

Women's Health West (WHW) is the women's health service for the western metropolitan region of Melbourne. We focus on supporting women and their children to lead safe and healthy lives and on changing the conditions that cause and maintain inequity and injustice. We do this through two main complementary programs. Our health promotion program plans and implements activities designed to promote women's health, safety and wellbeing across the areas of sexual and reproductive health, mental health and the prevention of violence and discrimination. Our integrated family violence service provides a range of programs to women and children who experience family violence including court support, crisis housing and case management. We also provide services designed to promote healing and recovery such as women's and children's counselling. We work collaboratively with communities, government and local agencies to influence public policy or change legislation, to improve access to services and resources, and to build individual, community and organisational capacity to improve the status of women. WHW is funded by local, state and federal government grants and receives additional funding from benevolent trusts and philanthropic organisations.

Position Purpose

The intensive women's practitioner Keeping Safe Together reports to the project manager Keeping Safe Together. Drawing on sound therapeutic and case management skills this position is responsible for the provision of trauma-informed therapeutic case management support to women within a new and innovative therapeutic demonstration project funded by the Department of Health and Human Services in partnership with LifeWorks, Mackillop Family Services, Catholic Care, cohealth, Good Shepherd and the Bouverie Centre. The position also works collaboratively alongside a number of other practitioner positions working towards the achievement of family goals and is responsible for implementing case management and therapeutic interventions with women who have experienced family violence using a collaborative team based approach. The position is expected to contribute to the development of a successful new 'whole-of-family' trauma-informed family violence program.

Key Result Areas and Responsibility

Provide therapeutic case management support to women experiencing family violence.

- Actively engage with women who experience family violence with a view to building relationships and rapport.
- Assess the needs of women experiencing family violence and contribute to the ongoing review and development of a therapeutic case plan for the whole family focussing on safety and wellbeing.
- Continuously monitor and assess risk and develop/review safety plans in collaboration with other staff and professionals involved using a team-based approach.
- Provide trauma-informed therapeutic case management interventions to assist women to recover from the impact of family violence and live a life free from violence, in collaboration with intensive family coordinators, intensive practitioners and other professionals.
- Provide effective therapeutic case management services in compliance with DHHS standards.
- Deliver in-home coaching and assertive outreach based on recommendations and clinical direction of intensive family coordinators.
- Provide secondary consultation to project team members, representing the voice of women and their expressed needs.
- Maintain positive relationships with project partners and other relevant community service organisations to enhance collaboration, strengthen referral pathways and improve service delivery for women.
- Work effectively with women and their families from diverse backgrounds including Aboriginal families, families from cultural and linguistically diverse backgrounds, women with a disability, separated/reconciled women, as well as LGBTI women.
- Document and respond to client critical incidents as per WHW policy and procedures and DHHS critical incident instructions.

Contribute to the development and implementation of the new 'Keeping Safe Together' therapeutic demonstration model.

- Contribute to the development of a new evidence-informed, whole-of-family therapeutic case management model and program for families experiencing family violence.
- Contribute to the achievement of project targets, program data collection and participate in the DHHS evaluation component of the project as required.
- Ensure program data (Penelope) is accurately collected to inform program planning and to meet data recording requirements of DHHS and WHW/LifeWorks.
- Implement outcomes measurement and reporting mechanisms as required in consultation with project manager and DHHS in order to demonstrate the effectiveness of the Keeping Safe Together project.
- Maintain accurate case files, assessment documentation and case notes in a manner that will meet all auditing requirements of WHW, DHHS standards and legislative obligations.
- Provide written program status reports to the project manager where necessary or required.
- Performance of reasonable duties that are required that are within the range of the employee's skills, competency and training.

Contribute to the development and achievement of team and organisation goals through regular supervision and participation in professional development activities.

- In collaboration with the project manager, participate in the development, monitoring and review of a clear work plan that sets out objectives, activities, outcomes and evaluation methods for this position.
- Participate in regular supervision and annual appraisal processes to discuss clients, workload and professional development (every two weeks or as agreed by the project manager)
- Participate in training and regular clinical supervision – group reflective practice sessions with the Bouverie Centre and project manager alongside other project staff.
- Participate in induction processes and probationary reviews as required.
- Role model respectful and professional behaviour within the work environment at all times including displaying initiative, openness, honesty, genuineness and transparency.
- Work collaboratively with WHW, LifeWorks and other partner colleagues to identify opportunities for collaboration, cross-team work and appropriate knowledge transfer.

Contribute to processes that ensure collaboration and integration both within the Keeping Safe Together project and also other relevant partner programs and services.

- Promote a culture of collective learning and collaborative work practices, including respectful and positive communication within the team and all the partner organisations involved.
- Participate in regular team meetings with other project staff and contribute to the development of a positive team approach in delivering efficient and effective services.
- Participate in organisational continuous quality improvement and risk management frameworks.
- Engage in activities and behaviours that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of WHW's strategic plan.
- Role model respectful and professional behaviour within the work environment at all times displaying leadership, initiative, openness, honesty, genuineness and transparency.

Key Selection Criteria

1. Tertiary qualifications in social work or related discipline and eligibility for AASW membership or other professional body.
2. Substantial direct service delivery experience in the provision of counselling, case management and/or crisis support for women experiencing family violence and/or trauma, including those from diverse communities.
3. A demonstrated understanding of legislation, theory and practice as it relates to the provision of family violence services to men, women and children, including parenting behaviours.
4. Demonstrated commitment to the provision of high quality services, feminist policy and practice, and a culture of respect, collaboration and continuous learning.
5. Ability to develop and maintain internal and external working relationships that foster partnership work and enhance professional and community networks that improve client and program outcomes.
6. Excellent written and verbal communication skills, including the ability to maintain client records and collect statistical data to inform agency reports.
7. Sound computer skills including use of data base applications.
8. Current Victorian driver's licence.

PERFORMANCE MONITORING

An initial review of performance will be undertaken within **three months** of commencement, as per WHW's probationary policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed **annually** as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ADDITIONAL INFORMATION ABOUT WHW

1. Women's Health West is an equal opportunity employer with VCAT Exemption No. A128/2012.
2. Aboriginal and Torres Strait Islander women and those who speak languages other than English are encouraged to apply.
3. Women's Health West is a Child Safe Organisation and employment is subject to the satisfactory completion of a national Police Record Check and a Working with Children Check. An international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.
4. In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All incidents and injuries must be reported and staff must co-operate with any measures introduced in the workplace to improve WH&S.

FURTHER INFORMATION

If you have specific queries about this position please contact the Director Integrated Family Violence Services on 9689 9588.

To apply for this position, please send your written application addressing the key selection criteria marked 'Confidential' to the address below. Please include three nominated referees, including your most recent line manager.

Recruitment
Women's Health West
317-319 Barkly Street
FOOTSCRAY VIC 3011
recruitment@whwest.org.au