



justice system and establish and maintain strong work relationships with people and agencies to assist the delivery of seamless services to victims.

The worker will be co-located at other Aboriginal and Torres Strait Islander organisations and/or Victoria Police stations across the region. An expectation of this position is to work closely with Victoria Police members.

The program is funded by the Department of Justice and Regulation and is administered by the Victims Assistance Service.

This position is based in Mildura and Swan Hill with regular travel throughout the Loddon Mallee region as an expectation.

## **KEY RESPONSIBILITIES**

Direct services to Aboriginal and Torres Strait Islander clients:

- Identify initial needs and assess clients to ensure appropriate care planning is developed.
- Provide psychological first aid, information, referral, casework, advocacy and case management services to recent Aboriginal and Torres Strait Islander victims of violent crime.
- Develop care plans in negotiation with clients.
- Liaise with other service providers in relation to individual client's needs.
- Provide information and assistance to clients to navigate the criminal justice system.
- Provide an outreach service to clients where appropriate or required either through flexible service to clients depending on their needs or at other sites organised by Anglicare Victoria, including co-locations at other Aboriginal and Torres Strait Islander services and/or Victorian Police Stations.
- Document client assessment, care plans, intervention and progress on client's treatment plan on the electronic client information management system.
- Provide services in a manner that are sensitive to each client's background and beliefs.

Community Education, Development and Training

- Undertake Aboriginal and Torres Strait Islander VAP specific activities.
- Run promotional training and professional development activities marketing the VAP program within the Aboriginal and Torres Strait Islander community.
- Work with relevant Aboriginal and Torres Strait Islander agencies in the region to improve referral pathways.
- Liaise with Aboriginal and Torres Strait Islander service providers to develop and maintain links and networks.
- Support and advise VAP to ensure the program is culturally competent and meets the needs of Aboriginal and Torres Strait Islander communities.

## **OCCUPATIONAL HEALTH & SAFETY (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures

- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## **KEY SELECTION CRITERIA**

### **Essential**

1. Tertiary qualification in Social Work, Human Services, Clinical Mental Health, Criminal Justice or a related field and/or experience within the community sector in a trauma related field
2. Identify as a member of the Aboriginal and Torres Strait Islander community. Anglicare Victoria considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic).
3. A demonstrated knowledge of the issues potentially faced by people who have experienced a violent crime particularly those faced by Aboriginal and Torres Strait Islander victims.
4. Strong understanding of case management principles and experience in the provision of case management to Aboriginal and Torres Strait Islander clients.
5. Knowledge and/or existing relationships with local and regional Aboriginal and Torres Strait Islander services.
6. Capacity for, and understanding of, the importance of resilience e.g. capacity to cope within a trauma related field, perseverance to achieve goals and capacity to stay calm under pressure.
7. Well-developed interpersonal and communication skills, including written communication and computer literacy.
8. Ability to work independently and also as part of a team.

## **ADDITIONAL INFORMATION**

- Salary and conditions are in accordance with the St Luke's Anglicare Collective Agreement 2008. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

## **ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS**

To be signed upon appointment

**Employee**

Name: Enter employee name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_