

DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Family Violence Worker - Adult Program  |
| <b>Position Number:</b>        | Generic   |
| <b>Classification:</b>         | Allied Health Professionals Level 1-2   |
| <b>Award/Agreement:</b>        | Allied Health Professionals Public Sector Unions Wages Agreement  |
| <b>Group/Section:</b>          | Community Mental Health and Wellbeing<br>Family Violence Counselling and Support Services   |
| <b>Position Type:</b>          | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual   |
| <b>Location:</b>               | South, North, North West  |
| <b>Reports to:</b>             | Team Leader - Family Violence Counselling and Support Services (Adult Program)  |
| <b>Effective Date:</b>         | November 2015   |
| <b>Check Type:</b>             | Schedule I  |
| <b>Check Frequency:</b>        | Pre-employment  |
| <b>Essential Requirements:</b> | <p>Satisfactory completion of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board or in the case of self-regulated allied health professions with either full membership or eligible for membership with the relevant professional association</p> <p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> |
| <b>Desirable Requirements:</b> | Current Driver's Licence  |

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Work as a member of a professional team in the provision of services to adults affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's *Safe at Home* initiative.

Provide specialist services to adults affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

Provide programs that incorporate multi-level assessments and interventions and address the needs of adults affected by family violence.

## Duties:

1. Assist adults to recover from their experience of family violence through the provision of information, assessment, counselling, referrals, group work, and other appropriate forms of therapeutic intervention.
2. Contribute to and participate in the development, implementation, delivery and evaluation of programs and group sessions.
3. Provide information and support, referral and advice to clients and other service providers.
4. Assess and monitor the ongoing risk and safety needs of the adults affected by family violence who access the service.
5. Identify, develop, provide or purchase the services required to meet the needs of adults affected by family violence.
6. Liaise with other relevant program areas to ensure coordination of services, including other Safe at Home service providers.
7. Participate in team meetings, case conferences, case management and clinics conducted by the service.
8. Accurately record and maintain unit data requirements and details of assessments, supports, interventions and discharge summaries in the client record as required.
9. Participate in quality improvement, education and research projects undertaken by the multidisciplinary team as required.
10. Maintain contemporary professional knowledge through appropriate continuing professional development activities.
11. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure the Agency is a child safe organisation including reporting, record keeping and information sharing obligations.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Responsible for exercising professional judgement in the provision of safe, effective and efficient services as part of the multidisciplinary Family Violence Service under the general direction of the Team Leader. Regular professional supervision and performance reviews will be provided by the Team Leader.
- Responsible for promoting the principles of workplace diversity and exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Responsible for working in accordance with the *Family Violence Act 2004*, the *Children, Young Persons and Their Families Act 1997* and other relevant legislation.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated knowledge and understanding of family violence and its impact on adults.
2. Demonstrated ability to work effectively with adults with complex needs and apply appropriate models of intervention.
3. Demonstrated ability to exercise professional judgement and initiative, work with general supervision and seek guidance as appropriate.

4. Demonstrated time management skills and ability to prioritise and monitor a busy workload while providing a high standard of client care.
5. Ability to communicate verbally and in written form, and liaise effectively with clients, carers and other staff and stakeholders.
6. Ability to work collaboratively as part of a multidisciplinary team and be adaptable and flexible in a complex environment.
7. Demonstrated commitment to quality improvement, research and ongoing professional development.
8. Ability to work within the context of government programs, policies and directions.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).