

## Position Description

<b>Title</b>	Case Worker
<b>Business Unit</b>	Integrated Family Violence Program
<b>Location</b>	413 - 419 Camp Road, Broadmeadows VIC 3047
<b>Employment type</b>	Full-time, Maximum term position until 30 June 2025
<b>Reports to</b>	Team Leader, Integrated Family Violence Program

### About Uniting

Uniting Vic. Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people, and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction, or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills, and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex, and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities, and confront injustice.

**Our values:** We are imaginative, respectful, compassionate, and bold.

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### 1. Position purpose

Uniting delivers an integrated whole-of-family approach to family violence, including responding to men who perpetrate family violence and the women and children who experience it. The Integrated Family Violence Program (IFVP) works very closely with Hume Moreland Orange Door and Integrated Family Services, the Courts, Police, Family Violence Services, and other Community Organisations to address the risk, safety, and support needs of women and children experiencing Family Violence.

The Integrated Family Violence Case Worker will provide risk assessment, safety planning, and case management to women and their children impacted by Family Violence. The role will also include a duty work function, providing secondary consultations to professionals and individuals and completing referrals as required.

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### 2. Scope

**Budget:**

*nil*

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### Case Worker- Integrated Family Violence Program

#### People:

*nil*

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### 3. Relationships

#### Internal

- Integrated Family Violence case managers
- Program Managers
- Team Leaders
- Uniting Staff

#### External

- Department of Families, Fairness and Housing
  - Family Safety Victoria
  - The Orange Door
  - Courts
  - Police
  - Other Community Service Organisations
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### 4. Key responsibility areas

#### Service delivery

- Undertake assessments utilising the Multi-Agency Risk and Assessment Management Framework (MARAM) focussing on the presenting risk/s to women and children
- Safety Planning with women to support their safety and the safety of their children
- Develop case plans including clearly defined goals in collaboration with women
- Provide case management (including completion of Family Violence Flexible Support Packages)
- Undertake intake functions and referrals
- Arrange case conferences where required and undertake regular case reviews with women
- Develop and implement group-work activities with women and/or children
- Maintain up-to-date case notes and data records for each client
- Attend and participate in network meetings, forums, and events (as required)
- Undertake regular supervision and performance reviews with the line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful, and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

#### General

- Perform any other function in line with authorities, capabilities, and skills that will enhance the performance of Uniting.
- Participate in regular supervision sessions with the Team Leader in line with organisational standards.
- Participate in and contribute to staff processes of reflection, review development, and planning, both in general and on occasions specifically designed for these purposes.
- Participate in the wider organisation and external agency activities as appropriate.

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#### Professional Development

- Participate in professional development activities related to casework as agreed with the Team Leader that supports individual professional development as well as Uniting's strategic and operational plans.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures, and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection, and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon, and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and the health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents, and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to the position.
- Declare anything that you become aware of through the course of your engagement that may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - o Based on a relationship with a current member of Uniting's workforce
  - o Based on my ongoing work with another organisation

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## 5. Person specification

### Qualifications

- Bachelor of Social Work or equivalent in line with the Family Safety Victoria mandatory minimum qualification requirements for specialist family violence practitioners.

### Experience

- Demonstrated experience in risk assessment and ongoing risk assessment and monitoring
- Demonstrated experience in Safety Planning for women and their children
- Demonstrated experience in Family Violence case management
- Extensive knowledge of Family Violence and working within a feminist framework
- Knowledge and experience in a range of intervention strategies and frameworks working within a Family Violence context
- Demonstrated understanding of the feminist framework
- An understanding of the key issues involved for women and children experiencing Family Violence.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Network:** Ability to network and establish sound working relationships with related services, especially other community agencies and the Department of Health & Human Services.
- **Theoretical knowledge:** demonstrated understanding of the feminist framework.

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- **Sector experience:** demonstrated experience and understanding of the key issues involved for women and children experiencing Family Violence.
- **Stakeholder management:** Demonstrated capacity to develop and foster excellent working relationships in the sector to assist clients in bringing about positive change.
- **Social justice mindset:** A proven commitment to social justice and the development of self-determination.
- **Interpersonal ability:** Highly developed adaptive interpersonal communication skills including the ability to engage and empower others.
- **Self-accountability:** Ability to be self-reliant, motivated, and accountable in managing multiple tasks and meeting timelines and targets.
- **Cultural sensitivity:** An awareness of culturally sensitive practices when providing services to Aboriginal CALD and LGBTIQ communities.
- **Time Management:** Ability to be self-reliant, motivated, and accountable in managing multiple tasks and meeting timelines and targets.
- **Teamwork:** Commitment and ability to work independently and as a member of a team

### Other Requirements

- Legal eligibility to work in Australia
- Current Victorian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and an international police check if required.
- Current Working with Children Check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

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### 6. We are a child-safe organisation

Uniting is a child-safe organisation and is committed to everyday practice to ensure the safety and well-being of all children, at all times. As a child-safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service, and consumer requirements.**

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