



POSITION DESCRIPTION

Position	Family Violence Intake and Brief Intervention Practitioner	Position Number	P10016
Reports to	Team Leader	Direct Reports	Nil
Status	Fixed Term until 30.06.2025	Time Fraction	Full Time
Award	SCHADS Level 4	Location	Werribee

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The VACCA Family Violence Program provides advocacy, referral and support to Aboriginal women and their children who are experiencing family violence. A range of support options are available that may include short-, medium- and long-term casework. As a key member of the Family Violence Team, you will support the team with the key functions of the program.

This position is responsible for the intake process and provides brief interventions. The position will hold a light case load.

KEY RELATIONSHIPS

Internal: Executive Manager, Program Manager, Team Leader & program staff within VACCA

External: ACCOs, Berry Street, The Orange Door, DFFH and other relevant services critical in delivery a response to the clients of the family violence program.

KEY SELECTION CRITERIA

ESSENTIAL

- Commitment to and understanding of the values that underpin VACCA' vision and purpose
- An awareness and understanding of family violence issues and the impacts on women, children and families in an Aboriginal context.
- The ability to apply flexible, non-judgmental and empowering approach to service delivery



- Knowledge of local family violence programs, accommodation, legal, health and community services within the region – or the ability to acquire that knowledge.
- Demonstrated competencies in the application and use of Microsoft word applications and other data systems.
- Demonstrated interpersonal skills, sound verbal and written communication skills. Ability to prepare reports, submissions, and other relevant documents.
- A thorough understanding of the issues relating to confidentiality and mandatory reporting provisions.

DESIRABLE

- Knowledge of the Family Violence Protection Act 2008 and Comprehensive understanding of MARAM framework, Rating of this positions: - Comprehensive, Tier Level 1
- Previous experience in Family Violence sector.

REQUIREMENTS

- A tertiary qualification in Social Work, or a related discipline or a willingness to work towards an equivalent qualification
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID 19 vaccinations (minimum two doses and booster shot as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Provide regular and ongoing contact with adults and children at locations where they are most comfortable and safe to complete intake process.
- Deliver a high-quality service, in line with the Code of Practice for Specialist Family Violence Services and the Multi-Agency Risk Assessment and Management (MARAM) Framework
- Coordinate the casework plan from initial contact, assessment, case planning and review and exit planning.
- Undertake a comprehensive risk assessment as part of the initial assessment and then periodically as required.
- Develop and review a comprehensive safety plan with women and their children.
- Advocate for women and children to promote access to required services.
- Provision of intake, court support, secondary consult and on call work.
- Group work including transport if required.
- Establish effective working relationship with partner agencies providing services and support for women and children who have experienced family violence.
- Participate in local, regional and other network meetings encompassing issues and current initiatives addressing family violence.
- In conjunction with other team members undertake program promotion, presentations, community education and training activities.
- Lead and assist in the development and implementation of new projects or initiatives relevant to supporting women and children who have experienced family violence.



ADMINISTRATIVE

- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements.
- Maintain accurate statistical data using organizations current data systems as required by VACCA and Department of Health and Human Services.

HEALTH SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 1) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.