



## POSITION DESCRIPTION

<b>Position</b>	Family Violence Case Worker	<b>Position Number</b>	V00136
<b>Reports to</b>	Team Leader – Family Violence	<b>Direct Reports</b>	Nil
<b>Status</b>	Ongoing	<b>Time Fraction</b>	Full Time – 38 hours
<b>Award</b>	SCHADS Level 4	<b>Location</b>	VACCA Melton Office

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

This role is responsible for providing advocacy, referral and support to Aboriginal women and their children who are experiencing family violence. The Family Violence program provides a range of support options including short, medium and long term casework.

## KEY RELATIONSHIPS

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

*Internal:* Berry Street, Child First, Department of Health and Human Services (DHHS) 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 of family violence issues and the impacts on women, children and families
- 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 positive working relationships with other agencies in a service network, and experience with shared casework, or group work.
- 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 the Common Risk Assessment Framework, CRAF / MARAM.
- A tertiary qualification in Social Work, Psychology, welfare or a related discipline. - Knowledge of the SHIP data reporting system.

### **REQUIREMENTS**

- 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

### **POSITION ACCOUNTABILITIES**

#### **KEY RESPONSIBILITIES**

- Provide regular and ongoing contact with women and children at locations where they are most comfortable and safe.
- 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.
- 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.
- comfortable and safe.
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- Develop and review a comprehensive safety plan with women and their children.

### **ADMINISTRATIVE**

- Maintain accurate statistical data using organizations current data systems as required by VACCA and Department of Health and Human Services.

- Case management and maintenance of client files in line with legislative and policy requirements.
- Provision of intake, court support, secondary consult and on call work.
- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.

#### 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) Comprehensive (Tier 1) level which requires mandated MARAM Family Violence Comprehensive Risk Assessment training and responsibilities.