

Location/s	Selected Venues
Reporting to	Team Leader
Direct Reports	Nil
Level	Band C
Date Updated	April 2018

About the Role

To provide risk assessment, safety planning and support for female partners of men attending the RAQ Men's Stopping Family Violence (SFV) program. This collaboration between the Women's and Children's services and the SFV Men's program aims to facilitate change for families to create safe and nurturing family environments.

Key Responsibilities

<p>Support and Advocacy to Women and Children</p>	<ul style="list-style-type: none"> • Engage and build relationships with female partners/ex-partners who are referred into the SFV program, promoting voluntary engagement including face to face support and reviews. • Conduct client assessments and intakes and ascertain referral pathways and treatment plans, as negotiated with the female partners/ex partners. • Develop and maintain comprehensive safety plans for women and children as needed • Periodically observes SFV groups. • Provide information and support to women as required contact, and make regular contact to assess the impact of the SFV program on family functioning. • Advocate for women with other agencies as appropriate. • Provide opportunities for those who experience abuse to receive support and ongoing assessment of their safety throughout the men's program by communicating the client's needs and reflections to the SFV program. • Facilitate safety meetings, as negotiated with the woman, were appropriate. • Make referrals into appropriate specialist services to assist women to achieve safety and support their goals. • Provide limited crisis support as required. • Create accurate and comprehensive case notes and reports. • Support the establishment of professional protocols with other advocacy-related domestic and family violence services, including Queensland Police Service Domestic Violence Liaison Officer's, Officers of the Department of Communities (Child Safety Services), Queensland Corrective Services, and other government and non-government services. • Conduct telephone support to potential clients and women in the community to provide accurate and relevant information, referrals, resources and advocacy. • Work collaboratively with the D&FV Women's Counsellor to advocate and prioritise the wellbeing of children when developing treatment plans. • Provide practice as per the DFV Service Manual.
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<p>Individual Counselling</p>	<ul style="list-style-type: none"> • When requested, provide crisis intervention and support to women and children experiencing domestic and family violence through the identification of immediate risks and needs, explorations of possible interventions and development and implementation of support plans. • Attend regular Safety Meetings and receive updates regarding the partner/former partner in relation to risk and safety. This would include information pertaining to the male withdrawing from intervention prior to completion.
<p>Community Education</p>	<ul style="list-style-type: none"> • Promote the prevention of domestic and family violence. • Network with key stakeholders to develop and maintain collaborative relationships that build community capacity and raises awareness of domestic and family violence. • Use a collaborative approach to develop and implement initiatives informed by community and stakeholder needs. • Participate in local Community Coordinated Response networks involving the Queensland Police Service, local magistrates and non-government organisations. • Coordinate or participate in Domestic and Family Violence Prevention Month in May, including family fun day and candle-lighting event. • Coordinating activities for White Ribbon Day. • Coordinating activities for International Women's Day and Queensland Women's Week. • Attend Courts and provide information and referrals.
<p>Duty of Care and Legislative Requirements</p>	<ul style="list-style-type: none"> • Maintain confidentiality and duty of care, including identification and assessment of domestic and family violence, child safety, threat of harm to self or others, and other risk factors; and take appropriate steps as required by organisational policy and procedure. • Understand and meet legislative and funding requirements including collecting and recording statistical data in a timely and accurate manner.
<p>File and Diary Management</p>	<ul style="list-style-type: none"> • Maintain client files, case notes and risk management documentation as per organisational policy and procedure. • Maintain the client information system to enable effective and informed client bookings.
<p>Supervision & Professional Development</p>	<ul style="list-style-type: none"> • Demonstrate ongoing commitment to participation in supervision and professional development as per organisational policy and procedure. • Participate in professional development to maintain up-to-date knowledge of current best practice in DFV. • Be receptive to feedback and apply reflective practice to improve professional development.
<p>Administration and Planning</p>	<ul style="list-style-type: none"> • Where directed assist with the provision of administrative and general office duties. • Contribute to operational planning as requested by the reporting manager.
<p>Organisational Responsibilities</p>	<ul style="list-style-type: none"> • Adhere to all organisational policies, procedures, standards and practices. • Act only in ways that advances RAQ objectives, values and reputation. • Other duties, consistent with skills and experience, as directed by the reporting manager.

Core Competencies

Business Acumen	Applies knowledge of the business and the industry to advance the organisation's goals.
Inspires Others	Creates a climate where people are motivated to do their best to help the organisation achieve its objectives.
Service Excellence	Builds strong client relationships and delivers client-centric solutions. Seeks ways to improve outcomes for clients as consistent with RAQ's Mission, Vision and Values.
Professionalism	Gains the confidence and trust of others through honesty, integrity, and authenticity.
Inclusion	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences, and a commitment to challenging attendant social inequities.

About You

To be successful in this position you will have:

	Required	Highly Desired
Qualifications	<ul style="list-style-type: none"> Tertiary qualifications in a Human Services related field. 	<ul style="list-style-type: none"> Membership of a relevant Professional body (or the eligibility to apply).
Experience	<ul style="list-style-type: none"> Counselling women and children affected by DFV. Providing advocacy, information and referral to partners and other family members affected by DFV. Direct service delivery with a service comprising with either of the following: <ul style="list-style-type: none"> the Professional Practice Standards Working with women affected by domestic and family violence; or a service working with men who perpetrate domestic and family violence that complies with these standards. 	<ul style="list-style-type: none"> Observation of a minimum of six men's behaviour change group sessions. Demonstrated experience in engaging proactively with and supporting clients of diverse backgrounds (Aboriginal & Torres Strait Islander, Culturally and Linguistically Diverse, low socioeconomic status, people with disabilities and people of diverse bodies, genders and sexualities).
Knowledge	<ul style="list-style-type: none"> Domestic and family violence and its impact, particularly on women and children. Men's behaviour change process in relation to domestic and family violence. The Domestic and Family Violence Protection Act (2012) and other relevant legislation. The concept and issues involved in family violence for particular groups of people, including Aboriginal and Torres Strait Islander communities, 	<ul style="list-style-type: none"> The legal system e.g. Court process and the procedure involved in making an application for a Domestic Violence Protection Order.

<p>Knowledge cont'd</p>	<p>migrants and refugees, people in same sex relationships (and the issue of homophobia), and for people with a disability.</p>	
<p>Skills</p>	<ul style="list-style-type: none"> • Skills in building and maintaining rapport with clients. • Skills in risk identification, assessment management and review, particularly for DFV. • Skills in administering and interpreting outcome assessments. • Skills in crisis intervention, safety planning, and use of referrals. • General counselling skills, and in skills of group and individual counselling • Practice within evidence based frameworks • Demonstrated written and verbal interpersonal and communication skills across all levels and contexts • Demonstrated proactivity in engaging with and supporting diverse backgrounds (Aboriginal & Torres Strait Islander, Culturally And Linguistically Diverse, people with disabilities and people of diverse bodies, genders and sexualities) 	

It should be noted that Position Descriptions are under constant review and may be changed at any time.