

Position Description

Position Title:	Family Violence Practitioner
Business Unit:	Maternal and Child Health (MCH)
Department:	Community Wellbeing
Directorate:	Community Services
Classification:	Band 6
Date:	January 2022
Reports to:	EMCH Team Leader
Supervises:	N/A
Internal Liaison:	<ul style="list-style-type: none"> • Maternal & Child Health (MCH) team, including Business Support Officers, MCH Nurses, Early Parenting Support Officers and Peer Educators • Team Leaders and MCH Coordinator • Community Wellbeing Staff and other departments in Council
External Liaison:	<ul style="list-style-type: none"> • Clients • Department of Families, Fairness and Housing / Department of Health • Child FIRST Agencies including Orange Door • Child Care and Kindergarten providers / Monash Community Health Service • Medical practitioners / Hospitals and community agencies • MCH Nurses in other municipalities. • Specialist Family Violence Agencies • Police and Legal Services • Specialists in child trauma

1. Position Objectives

The primary objectives of the position are to:

- To deliver a high-quality service designed to meet the needs of the community while ensuring safety and wellbeing of families and their children [in a non-emergency setting].
- To work collaboratively with the Maternal and Child Health Service to provide an innovative and diverse service delivery program to ensure best outcomes for vulnerable children and families impacted by family violence.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

- Undertaking comprehensive assessments of family's experiencing family violence in a non-emergency setting, referring onto specialist family violence service, and maintaining a supportive monitoring role where appropriate, by responding to, prioritising, and managing referrals from MCH service and community partners within Enhanced Maternal & Child Health program and guidelines:
 - providing advice and consult on internal family violence matters or programs,
 - providing specialised short-term counselling and support and outreach services to families as required,
 - providing families with information and education to assist them with options and advocate on their behalf when required,
 - setting goals with parents to identify, develop and implement tailored interventions for families to build parental competency and safety; and
 - in partnership with families to establish a supportive relationship between families/professionals.
- Work collaboratively with Enhanced MCH team members in a non-stigmatising and culturally sensitive way on client cases, providing family violence support for Maternal and Child Health staff and clients within the Enhanced MCH program ensuring parents are linked with service supports, upon case closure.
- Provide secondary consultations to the Universal Maternal and Child Health Staff to build their capacity to effectively respond to disclosures of family violence, supporting a high-quality response to families.
- Undertake MARAM screening, safety planning and risk assessments with clients to ensure the safety and wellbeing of children and families in the community.
- Work with external stakeholders to develop Family violence specific programs that support clients and /or processes that support the early identification and early intervention of clients living with Family Violence.

Team and Program Development

- Participate as requested in program planning, policy development, review, and evaluation.
- Regular attendance at team meetings and other designated team functions.
- Develop and maintain effective relationships with community agencies and services.

Administration / Records

- Accurate recording of appointments, notes and data in client health records using CDIS.
- Attend to date collection by monitoring referrals and case load.
- Maintain data for timely and accurate reports and information using CDIS.
- Support and assist in the implementation of quality assurance activities.
- Maintain a professional knowledge and skills base related to Family Violence.
- Participate in formal, team and clinical supervision for the purposes of personal, Professional Development and program enhancement.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- The provision of direct, independent assessment, support, and intervention on a one to one and group basis to at risk families and their children with an emphasis on working with vulnerable and complex families providing referrals to appropriate services where necessary. The freedom to act in this regard is governed by clear objectives and frequent consultation with the Enhanced MCH Team Leader and a regular reporting mechanism to ensure adherence to service delivery plans.
- Work within a multidisciplinary team to ensure comprehensive, collaborative, and streamlined service provision to families and to establish and maintain cooperative working relationships with a variety of related agencies and professionals.
- When providing specialist advice to Universal and Enhanced MCH team members, clients including regulating clients, the freedom to act is subject to regulations and policies and regular supervision.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.

Independently

- Determining the needs of families and developing strategies to address their identified needs, decisions must be made within budgetary constraints.
- Recognise the rights and privileges of the child and the need for special safeguards, legal or otherwise, to protect his/her wellbeing.

With Input from / Recommends and Identifies to the Enhanced MCH Team Leader:

- Approval from the Enhanced MCH Team Leader is required for any deviation from established procedures.
- Consultation with the EMCH Team Leader in any situation which may have legal implications.

Guidance

- Guidance and advice would usually be available from the Enhanced MCH Team Leader.

5. Specialist Skills and Knowledge

The essential position requirements include:

- A relevant degree qualification in social work, or similar with some relevant work experience or through lesser formal qualifications with substantial relevant experience in working in a family violence context. Candidates must also comply with the Mandatory Minimum Qualifications Mapping of the Victorian Dept of Family, Fairness and Housing. Relevant skills, knowledge and experience should include:
 - knowledge of current legislation – Child Wellbeing, Child Safe Standards,
 - knowledge and experience working with women, children, families, victims, and perpetrators of family violence,
 - knowledge and experience of undertaking risk assessments utilising the MARAM framework,
 - knowledge and experience working within specialist family violence services in a partnership model with family violence services and agencies,
 - knowledge and understanding of child development, attachment, and trauma theories,
 - experience working with diverse communities,
- As a specialist, proficiency in interpreting regulations and guidelines is required as well as an understanding of the underlying principles involved, as distinct from the practices.

- The provision of support to employees of the MCH teams and Team Leader also requires an understanding of their roles and functions and an understanding of the long-term goals of the unit and of the relevant policies of both the unit and the wider organisation.

6. Management and Interpersonal skills

The essential position requirements include:

- This position requires skills in managing time, setting priorities, planning and organising one's own work and in appropriate circumstances that of other employees to achieve specific and set service objectives within the resources available and within a set timeframe, the primary focus of which will be to maximise service provision to the community through effective use of diary for appointments.
- The ability to gain cooperation and assistance from client families, members of the public and other employees in the administration of defined activities, in conjunction with the ability to liaise professionally with other service providers regarding client and service issues.
- Liaison with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
- Intermediate computer skills, including a working knowledge of IT software and a sound knowledge of the Microsoft Office suite of products along with the ability to write clear and accurate reports, using the CDIS database and other software when required, preparing and signing routine correspondence relevant to the position.

7. Qualifications and Experience (Key Selection Criteria)


Selection of the most suitable applicant will be based on the following Key Selection Criteria:

- A relevant degree qualification in social work [AASW Accredited Social Workers (if applicable), or similar with some relevant work experience or through lesser formal qualifications with substantial relevant experience in working in a family violence context. Candidates must also comply with the Mandatory Minimum Qualifications Mapping of the Victorian Dept of Family, Fairness and Housing. Relevant skills, knowledge and experience should include:
 - knowledge of current legislation – Children Youth and Families Act 2005, Child Wellbeing and Safety Act 2005, Child Safe Standards, MARAM Framework, Information and Data Protection Act 2014,
 - knowledge and experience in use of information sharing Legislation in regard to Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS),
 - knowledge of practice and experience working with vulnerable women, children, families, victims as well as perpetrators of family violence,
 - knowledge and experience using Family Violence risk assessment framework – MARAM,
 - knowledge and understanding of child development, attachment, and trauma theories.
- Experience working with diverse communities and ability to function effectively in a multidisciplinary team environment and participate in self-assessment, case conferencing and case review processes.
- Demonstrated effective interpersonal and communication skills to gain cooperation and assistance from client families, members of the public and others to develop effective relationships, establish rapport with clients and facilitate effective outcomes.
- A current valid (and ongoing) Victorian Driver's License, as well as satisfactory (and ongoing) Police and Working with Children checks supplied prior to offer of employment and commencement.


Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:


Prepared by:

Name:	Cathie Arndt	Signature:	
Date:	January 2022		

Manager:

Name:	Marcus Forster	Signature:	
Date:	January 2022		

Director:

Name:	Martin Fidler	Signature:	
Date:	January 2022		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Marcus Forster Signature:

Date __/__/__

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.