

CARRIE'S PLACE WOMEN'S AND CHILDREN'S SERVICES INC.

POSITION DESCRIPTION

POSITION:	Domestic and Family Violence Specialist Worker (Older Women and Disability Focus)
PROGRAM:	Hunter Valley Women's Domestic Violence Court Advocacy Service
Funded service:	WDVCAS, Legal Aid
GRADING:	SCHCaDSI Modern Award SACSE Level 5
HOURS:	up to 70 Hours per fortnight, as per contract
REPORTS TO:	Assistant Manager and Manager, WDVCAS

OBJECTIVES:

1. Participate as a team member in both the Hunter Valley WDVCAS and the broader Carrie's Place Team
2. Provide high level advice to assist the WDVCAS to provide relevant, accessible and responsive service provision to the needs of Older Women, Women living with a disability and their children.
3. Provide women with court advocacy services at Maitland, Raymond Terrace, Dungog, Singleton, Muswellbrook, Scone, Kurri Kurri, and Cessnock Local Courts
4. Participate in the DV Justice Strategy response to Domestic and Family Violence (DFV) incidents
5. Engage collaboratively with partners (both internal and external) in the broader community to ensure quality client centred responses and outcomes
6. Participate in and provide community education within Carrie Place and the broader community to develop trusting relationships between the WDVCAS and the communities of older women and women living with a disability.

RESPONSIBILITIES OF THIS ROLE:

The work of the DFV Specialist Worker (Older Women/Women with a Disability Focus) includes, but is not limited to the following duties:

Objective 1

Participate as a team member in both the Hunter Valley WDVCAS and the broader Carrie's Place Team

- 1.1 Participate in regular catch up meetings with WDVCAS team members, to establish daily work goals

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- 1.2 Utilise current client management and data collection systems according to Policy and Procedure
- 1.3 Ensure compliance with Service Agreement
- 1.4 Provide the WDVCS Manager and/or Assistant Manager with ongoing feedback on issues relating to service provision in relation to the Specialist Focus Group
- 1.5 Provide input into policy and procedure review
- 1.6 Participate in program evaluation
- 1.7 Participate in Carrie's Place team meetings and events
- 1.8 Represent the voices of Older women and Women living with a Disability and ensure that WDVCS and Carrie's Place provide an appropriate service response to their individual needs

Objective 2

Provide high level advice to assist the WDVCS to provide relevant, accessible and responsive service provision to the needs of Older Women, Women living with a disability and their children.

- 2.1 Be accessible and responsive to Older Women, Women living with a Disability and their children who are experiencing DFV
- 2.2 Develop solid relationships and networks with local organisations that provide relevant services to Older Women and Women living with a Disability
- 2.3 Develop links within local communities and groups of Older Women and Women living with a Disability in order to promote the WDVCS and encourage women to use the services available
- 2.4 Participate in local and general community activities including significant events such as Senior's Week and International Day for People living with a Disability

Objective 3

Provide women with domestic violence court advocacy services at Maitland, Raymond Terrace, Dungog, Singleton, Muswellbrook, Scone, Kurri Kurri, and Cessnock Local Courts

- 3.1 Attend Court on ADVO List Days and other days as required. This includes mentions, hearings, and criminal charge matters in order to provide information, assistance and referral and Court Advocacy for the women within this client focus group

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- 3.2 Ensure Older women and Women living with a Disability have equitable access to participate in the ADVO Court Processes and receive fair treatment within the NSW Justice System
- 3.3 Develop and maintain relationships with key partners including NSW Police, Local Courts and Legal Representatives
- 3.4 Ensure that women are aware of ADVO Conditions, Court dates and other relevant information and that the ADVO is appropriate to the client's needs and threat
- 3.5 Provide feedback to Carrie's Place Management on issues that specifically impact the best interests of Older Women and Women living with a Disability (and children) within the associated Court Processes and related Legal Matters

Objective 4

Participate in the DV Justice Strategy response to domestic violence incidents

- 4.1 Have expert knowledge of the Central Referral Point (CRP) operating procedures
- 4.2 Contact women referred to the WDVCS in a timely manner, conduct a threat assessment to ascertain their current risk status and undertake safety planning to address immediate safety needs
- 4.3 Offer information, assistance and warm referrals for women to a range of appropriate service providers
- 4.4 Re-assess a client's "at threat status" and liaise with the SAM Coordinator to ensure all clients assessed at Serious Threat are placed on the SAM Agenda
- 4.5 Request police welfare checks where client safety concerns exist
- 4.6 Assist the SAM Coordinator to develop and administer policies, systems and processes for the effective operation of the WDVCS and SAMs.
- 4.7 Provide feedback to Carrie's Place Management regarding concerns specific to the needs of Older Women and Women with a Disability in line with DVJS response
- 4.8 Comply with WDVCS Policy and Procedure Manual, SAM Manual and the Domestic Violence Information Sharing Protocol

Objective 5

Engage collaboratively with partners (both internal and external) in the broader community, to ensure quality client centred outcomes

- 5.1 Attend Interagencies as determined by the Manager/Assistant Manager of WDVCS

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- 5.2 Participate in collaborative meetings and relevant activities with community partners
- 5.3 Feedback information and resources about local service providers to the Carrie's Place Team

Objective 6

Participate in and provide community education within Carrie Place and the broader community to develop trusting relationships between the WDVCS and the communities of older women and women living with a disability

- 6.1 Provide WDVCS expertise to all stakeholders, as required
- 6.2 Provide general information about all Carrie's Place programs
- 6.3 Participate in events relevant to the WDVCS and Carrie's Place as required
- 6.4 Facilitate relevant group work activities, as required and/or arrange access to these groups for the client focus group

In addition, the worker is responsible to:

- 1. Adhere to Carrie's Place Code of Conduct
- 2. Adhere to Carrie's Place Policy and Procedure
- 3. Adhere to all legislative requirements
- 4. Ensure work practice is underpinned by Carrie's Place Vision, Statement of Purpose, Values, Principles and Objectives.
- 5. Be an effective team member
- 6. Participate in supervision and staff appraisal processes as per current policy
- 7. Set work priorities and monitor work flows
- 8. Ensure Carrie's Place service delivery remains innovative and of high quality at all times by initiating and taking responsibility for own professional development
- 9. Attend and actively participate in work related conferences and training courses as required and as budget allows
- 10. Keep abreast of current resources, social policy, and other developments in relation to domestic and family violence and homelessness
- 11. Contribute to industry knowledge via participation in relevant surveys, inquiries, forums and Interagencies
- 12. Assist with relevant fundraising activities and campaigns
- 13. Comply with WHS legislation ensuring that all work areas are safe and clean
- 14. Take active responsibility for personal wellbeing, including monitoring own job stress and signs of vicarious trauma

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15. Provide mentoring to students and volunteers as required
16. Comply with all lawful direction by the Carrie's Place Management Team

SELECTION CRITERIA

1. Identify as a woman
2. Tertiary qualifications in social science or related field (Minimum Diploma level)
3. A commitment to a feminist philosophy, the principles of social justice and human rights
4. Expertise in the issues pertaining to domestic violence, its complexities and consequences in particular the intersectionality between age, disability and Domestic and Family Violence (DFV)
5. Knowledge of the criminal justice response to DFV
6. Demonstrate a high level of emotional maturity, including respectful and ethical behaviour
7. Excellent communication skills, particularly in negotiation, advocacy and conflict resolution
8. Excellent organisational, time management, administration skills and computer literacy
9. Experience working in specialist domestic violence community organisations or in a similar role
10. Ability to implement service delivery strategies aimed at ensuring the relevance, accessibility and responsiveness of DFV services to a diverse range of older women and women living with a disability
11. Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support
12. Demonstrated ability to network and work with local communities of older women and women with a disability
13. Ability to facilitate group work activities
14. Hold a current NSW Driver's Licence
15. Current clearance in relation to Working with Children Check and relevant NSW Police Force Checks