



Victorian Aboriginal Community Services Association Ltd.

JOB DESCRIPTION

Position	Family Safety Contact Worker
Location	496 High Street, Northcote
Hours	.8 FTE - 30 hrs per week
Classification Award	Social and Community Services Employee – L4.1
Contract Period	12 months
Reports to	Chief Executive Officer
Supervision	Adult Homeless & justice Programs Manager
Travel	State-wide travel may be a requirement of the position

About the Victorian Aboriginal Community Services Association Limited

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal Community issues. VACSAL is a community based, community-controlled organisation, comprising representatives from Aboriginal organisations across the State. As well as having an advisory role, VACSAL delivers and manages a range of critical community services across Victoria.

VACSAL plays an integral role in the development of programs aimed at strengthening family, culture and resilience in today's contemporary society. We have a recognised reputation for delivery of programs that support; Homeless Aboriginal young people, Youth Justice, Family violence, Family Services as well as a range of educational programs across Victoria.



About the Position

To support victim survivors (including children and young people) to stay safely in their own homes and communities.

The role will include safety planning, advocacy, referral and ongoing support once the men are allocated into a group.

Duties

Service delivery

- Have a clear understanding of working in a feminist framework and maintain current knowledge of family violence related legislation, regulation, theories and frameworks.
- Undertake ongoing risk assessment and development of strategies to address risk for family members affected by family violence.
- Provide crisis management for family members who have experienced Family Violence.
- Provide referrals, support, information and safety planning for family members of men in PASP.
- Secondary consultation with VACSAL staff regarding clients with Family Violence issues.
- Liaise with staff from external agencies regarding referral pathways and case consultation, and provide safety information where required.
- Maintain appropriate networks with other services/agencies that provide supports for women and children.
- Planning, development and co-facilitation of therapeutic support and psycho-educational groups for women who have experienced family violence.
- Participate in or contribute to the planning and design of therapeutic groups for infants, children, adolescents and their parents impacted by family violence including: promotion, assessment, facilitation and evaluation processes of groups.
- Advocate to increase the awareness of family violence across the broader community.
- Work with others to achieve legislative and policy reform within the context of the role.

Administration

- Ensure data is up to date and maintained in a timely manner.
- Ensure client notes and files are maintained.
- Ensure all documentation including assessments, safety plans and closure summaries are maintained and up to date.
- Provide reports where required.

Quality and risk

- Prioritise assessment of risk to all participants of VACSAL's FVIP program, as well as to self and colleagues and promptly escalate any safety concerns to manager.
- Ensure procedures are conducted within appropriate standards.
- Ensure program guidelines are maintained in service delivery.

Personal accountability

- Compliance with VACSAL's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with VACSAL's employees and external stakeholders in accordance with VACSAL's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Attend mandatory training sessions (i.e. OH&S, First Aid, Fire safety) and mandatory training specific to position.
- Assist with VACSAL community events such as Naidoc activities, sports carnivals etc.
- Attend VACSAL In Service and AGM Service annually.
- Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your supervisor sessions.
- Attend bimonthly supervisor sessions.
- Undertake other duties that are peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.
- Ensure you have a sound knowledge of all VACSAL programs.

Key Selection Criteria

Qualifications

- Bachelor of Social Work or equivalent in line with the mandatory minimum qualification requirements for specialist family violence practitioners (or proof of exemption).

Experience

- Demonstrated experience in providing individual counselling and support for women impacted by family violence.
- Demonstrated experience in comprehensive assessment.
- Experience in working with complex situations and the capacity to engage vulnerable clients.
- A demonstrated understanding of work with people from a CALD background.
- Demonstrated experience in successfully facilitating groups and workshops.
- Excellent written and verbal communication skills, including report writing skills.
- Intermediate computer skills, including use of Microsoft (Word, Excel, Outlook).
- Demonstrated understanding of the feminist framework
- An understanding of the key issues involved for women and children experiencing Family Violence.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote VACSAL's values
- **Theoretical knowledge:** demonstrated understanding of the feminist framework.
- **Sector experience:** demonstrated experience and understanding of the key issues involved for women and children experiencing Family Violence.
- **Stakeholder management:** Demonstrated capacity to develop and foster excellent working relationships in the sector to assist clients to bring about positive change.
- **Social justice mindset:** A proven commitment to social justice and the development of self-determination.
- **Interpersonal ability:** Highly developed adaptive interpersonal communication skills including the ability to engage and empower others.
- **Self-accountability:** Ability to be self-reliant, motivated and accountable in managing multiple tasks and meeting timelines and targets.
- **Team work:** Commitment and ability to work as a member of a team.

Other Requirements/Relevant Information

- Legal eligibility to work in Australia
- Current Victorian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years
- Current working with Children Check (Victoria)
- Proof of full vaccination against COVID-19
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

Other Relevant Information

- After hours work may be required
- State-wide travel is a requirement of the role and a vehicle is available for work related travel. The successful applicant must hold a current Victorian driver's license
- The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

Diversity Statement

Aboriginal culture is core to VACSAL's values and we will always be a culturally safe environment for Aboriginal peoples. We are a family of families and everybody is welcome and included.

For VACSAL, this means we embrace the diversity of our Aboriginal community and any non-Aboriginal family members of community. As cultural integrity is the cornerstone of our services, we will make all of our community feel welcome in our services regardless of their needs and identities as individuals.

We understand that not everybody will require the same approach, instead we consider their needs as an individual, as a family, as a community.

Application Checklist

All applications for this position must include the following:

- cover letter outlining why the applicant believes that he/she would be suitable for this position
- Curriculum Vitae outlining relevant qualifications and employment history, and a minimum of three referees
- response to each Key Selection Criteria. Each response should be no more than 250 words, and
- successful applicant will be required to provide evidence of a current Working with Children Check, a current National Police Check and Full Vaccination against COVID.

Applications must be marked *Private & Confidential* and addressed to:

**Linda Bamblett
Chief Executive Officer
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
or
Email: hr@vacsal.org.au**