



## BARWON CENTRE AGAINST SEXUAL ASSAULT/MINERVA POSITION DESCRIPTION

<b>Title</b>	Hub Team Leader
<b>Employment Type</b>	Full Time/Part Time
<b>Position Reports to</b>	Formal line management and supervision by Barwon CASA/Minerva Day-to-day support and operational leadership within the Barwon Hub (TBC)
<b>Work Location</b>	Barwon Support and Safety Hub Geelong
<b>Date of review</b>	January 2018

### ABOUT BARWON CASA/MINERVA

Operating across the Barwon, West Melbourne and Wimmera areas of Victoria, Barwon CASA/Minerva offers a full suite of services for people impacted by sexual assault and women and children impacted by family violence. Our services include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services;
- Intensive case management and court support for women and children who have or are experiencing family violence;
- therapeutic counselling and group programs for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for women and their children assessed as being at high risk of further harm; and
- early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours.

Our organisation also delivers professional training and community awareness activities and we participate in a range of prevention activities to promote gender equality and negate violence supportive attitudes and cultures.

Our services are informed by feminist philosophy and we provide empowering, respectful and inclusive services. Our organisation's practice approach is shaped by contemporary research and evidence that highlights what is most effective when working with people who have been impacted by the trauma of sexual assault and family violence.

Our services also exist within the broader context of the Barwon Multi-Disciplinary Centre (MDC), a highly successful model of co-location between Barwon CASA/Minerva, Victoria Police Sexual Offences and Child Abuse Investigation Team (SOCIT) and staff the

Department of Health and Human Services Child Protection practitioners. In this specialised model, partner organisations work together to support adult and child victims from first disclosure of sexual assault to investigation and criminal prosecution. As a key partner, our organisation provides a highly specialised response for people who are impacted by the trauma of sexual assault and family violence within an integrated and seamless environment.

## **ABOUT THE SUPPORT AND SAFETY HUB**

A key recommendation of the Royal Commission and the Roadmap for Reform was to establish a network of Support and Safety Hubs (Hubs) across Victoria to provide a new way for women, children and young people experiencing family violence, and families in need of support with the care, development and wellbeing of children and young people, to access coordinated support from community, health and justice services. The Hubs will also focus on perpetrators of family violence to keep them in view and play a role in holding them accountable for their actions and changing their behaviour.

The Hubs will deliver a fundamental change to the way services work with women, children and families, and men. The role of the Hubs is to provide:

- a more visible contact point so that people know where to go for specialist support;
- help for people to identify family violence and child wellbeing issues;
- support to access justice and legal support;
- advice based on contemporary risk assessment tools and guidance;
- specialist support and tailored advice for victims, families and children, and perpetrators;
- connection and coordination of access to support; and
- a system-wide view of service capacity, client experience and outcomes.

The Hubs will support the agency of women, children and families to ensure that the services they receive meet their needs and goals.

## **BARWON SUPPORT AND SAFETY HUB**

As one of five launch sites, the Barwon Support and Safety Hub (Barwon Hub) will include a mix of staff employed by Family Safety Victoria and staff from Community Support Organisations in the Barwon area, including Barwon CASA/Minerva. By bringing together different workforces and practices, the Barwon Hub will create an integrated team and consolidated access point to create a new way of support for:

- women, children, young people and families experiencing family violence;
- perpetrators of family violence; and
- families in need of support with the care, development and well-being of children.

## **ABOUT THE ROLE**

The Hub Team Leader will lead a team of Hub Practitioners working within the integrated Hub team who are responsible for the delivery of high quality, safe and effective service responses to Victorians seeking support and services through the Hub.

## KEY RESPONSIBILITIES

The key responsibilities of the role include:

1. Providing leadership, guidance and oversight to a team of Hub Practitioners to ensure high quality, safe and effective service responses for women and children seeking support and safety through the Hub.
2. Managing the operational requirements of the Hub Practitioner team, including:
  - a. Staff rosters and workloads.
  - b. Assigning clients to practitioners.
  - c. Maintaining a small client load and providing coverage for team members as required.
  - d. Approving and supporting direct allocations to services outside of the Hub.
  - e. Identifying and mitigating issues, which may adversely impact on client outcomes.
  - f. Aligning work with the Hubs Integrated Practice Framework, operating guidance and service requirements.
  - g. Meeting team service delivery performance and data reporting requirements.
3. Managing, supporting and developing the Hub Practitioner team to build a culture of high performance, collaboration and innovation, including:
  - a. Performance management.
  - b. Professional development and training needs.
  - c. Case supervision and support.
  - d. Clinical support and advice.
  - e. Adopting a trauma-informed approach to service delivery and empowering clients to make choices and decisions about their lives.
  - f. Monitoring alignment and ensuring compliance with relevant practice standards and frameworks.
4. Building effective and collaborative working relationships with key stakeholders across the Support and Safety Hub, Barwon CASA/Minerva and the Barwon MDC to support integrated practice.
5. Lead and/or participate in relevant supervision, training and other meetings as required by the Barwon Hub and Barwon CASA/Minerva.
6. Taking reasonable care for your own health and safety, and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
7. Adhering to relevant frameworks the Family Violence Information Sharing Scheme, standards, policies and procedures of the Barwon Hub, Barwon CASA/Minerva and the Barwon MDC.

## **Key Selection Criteria**

### **Essential Qualifications and Experience**

1. Degree or above qualification in social work, psychology, family therapy or similar discipline.
2. Minimum four (4) years relevant experience post qualification.

### **Essential Skills and Knowledge**

1. A comprehensive understanding of the issues relating to family violence with a gendered feminist, structural, individual and family context.
2. Experience leading teams, including meeting team performance goals, recruitment and selection, performance management, coaching and development of staff.
3. Advanced understanding of trauma-informed practice and the causes and impacts of violence against women and children.
4. Proven ability to provide advice and direction regarding complex matters, including crisis support, comprehensive risk assessments and safety planning.
5. High level of collaboration and stakeholder engagement skills.
6. Excellent communication and interpersonal skills.
7. Demonstrated ability to navigate and influence practice across complex systems.
8. Proven resilience and the ability to prioritise competing demands.
9. Experience in implementing and leading people through change.
10. Well-developed emotional intelligence, including self awareness.
11. Commitment to a learning culture and continuous quality improvement.
12. Competency in key components of Microsoft Office applications combined with the ability to learn and adapt to new information technology systems.

### **Other**

- Commitment to the vision, philosophy, aims and objectives of our organisation and the Hub.
- Current full Victorian Driver's Licence.

### **Referees (external applicants)**

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

### **Period of Appointment**

This position is ongoing, subject to continuation of funding.

### **Hours of Work**

The typical hours of work are 9.00am-5.00pm.

Flexibility in working hours will be required from time to time.

## **Salary and Conditions**

- Social Community Home Care and Disability Services Industry (SCHADS) Award 2010, Level 7.
- Salary Packaging: PBI status with other expenses available above this cap.
- Superannuation: Paid in accordance with superannuation legislation with the default fund of First State Super or Hesta.

## **Employee Responsibility – mandatory prior to commencement (employee expense)**

- Valid Working with Children Check.
- National Police Records Check– renewed every 3 years of employment at employee expense.

*This position description is subject to review and may change in accordance with the needs of our operation, our clients and our stakeholders.*