



**Barwon CASA**  
Counselling  
Services



## **BARWON CENTRE AGAINST SEXUAL ASSAULT / MINERVA POSITION DESCRIPTION**

<b>Title</b>	<b>Specialist Family Violence Team Leader</b>
<b>Employment Type</b>	Full Time / Part Time (Min 0.8)
<b>Reports to</b>	Family Violence Client Services Manager
<b>Work Location</b>	Geelong
<b>Date of review</b>	October 2017

### **ORGANISATIONAL OVERVIEW**

Established in 1978, the Barwon Centre Against Sexual Assault (Barwon CASA) is a specialist sexual assault and family violence service with office locations in Geelong and Horsham. Recently Minerva Community Services (Minerva) merged with Barwon CASA.

Our new organisation strengthens and further enhances the range of specialist services offered to clients and improves the effectiveness of our organisation in an external reform environment that is characterised by change and that is likely to offer new opportunities as a result of the Royal Commission into Family Violence.

Specialist services provided by our organisation include crisis support, case management, specialist counselling and secure housing for women and children who have experienced family violence; specialist counselling to adults, young people and children who have experienced sexual assault either recently or in the past and to their non-offending parents, partners, family and friends; 24-hour crisis care for victims of recent sexual assault, including advocacy and access to medical care and justice services.

Our organisation holds a strong commitment to the prevention of gender based violence and we offer support for respectful relationship programs and promote gender equality to address violence supportive attitudes and cultures. The organisation also provides an early intervention service for children and young people under the age of 15 who have engaged in problematic or abusive sexualised behaviours.

Our service models are informed by feminist philosophy and we provide empowering, respectful and inclusive services and are committed to practice excellence. We offer community education and professional development and specialised training across the sector on the prevention of and response to gender based violence. This has included international learning exchanges.

Barwon CASA is an incorporated not for profit community organisation governed by a Board, with membership comprising prominent local corporate, government and academic representatives and community members. Funding is largely provided by the Victorian Department of Health and Human Services. There are approximately 50 staff employed by the organisation across the Barwon and Wimmera Districts.

We value our staff and strive to offer a positive, flexible and respectful workplace. We encourage continuous learning, growth and development and seek to achieve excellence in outcomes and organisational objectives.

Barwon CASA is a partner in the Barwon Multi-Disciplinary Centre (MDC) based in Geelong. The Barwon MDC is a highly successful model of co-location between CASA, Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT) and staff from Department of Health and Human Services, Child Protection. In this specialised model partner organisations work to support adult and child victims from first disclosure of sexual assault to investigation and criminal prosecution. Children who have experienced serious physical abuse are also supported within the MDC. MDCs provide highly specialised support and coordinated access to justice within an integrated, seamless environment.

## **Vision and Purposes**

### (1) Vision

Our vision is for a community free from family violence and sexual assault, and a society underpinned by the principles of gender equality, social justice and human rights.

### (2) Purpose

Our purpose is:

- To provide services underpinned by feminist philosophy that are empowering, respectful and inclusive and which address barriers to service access.
- To provide high quality sensitive and responsive services to women and children who have experienced and been impacted by family violence and to people who have experienced and been impacted by sexual assault.
- To design and implement effective evidence based prevention of violence against women and gender equality programs and initiatives.
- To contribute to the evidence base and social policy frameworks which inform effective service provision
- To contribute to the systematic and social change necessary to eliminate family violence and sexual assault.

## **Position Overview**

The Team Leader Specialist Family Violence Services provides leadership, supervision and support of daily operations to a team of specialist family violence case managers. The role supports the delivery of consistent and high quality services to clients; and is responsible for upholding and evolving a positive team culture with outstanding professional qualities.

This position also forms part of the leadership team comprising a peer Team Leader of Specialist Family Violence Services together with Senior Counsellor Advocates in Family Violence and Sexual Assault Therapeutic Services. The Clinical Supervisor provides overall support and direction to our client facing services.

## **POSITION REQUIREMENTS**

- 1.1 Provide day to day support to a team of up to 8-10 specialist family violence staff including court support, RAMP, case management, refuge, housing and other portfolios.
- 1.2 Provide leadership and management including coaching, mentoring, education and, supervision to staff to ensure high quality case management services are provided by our organisation that are gender informed, strengths based, systemic, culturally sensitive and trauma informed.
- 1.3 As required, back fill or cover service delivery across the suite of programs during periods of high demand or staff absence, including intake.

- 1.4 Maintain a case load of 4 – 6 clients and provide support, accurate information, advocacy, support, referral and resources to women and children who are experiencing or who have experienced family violence.
- 1.5 Ensure our service is undertaking informed and considered risk assessments for women and children experiencing family violence together with appropriate safety planning implementation.
- 1.6 Support the team to work within a client centred case management practice and develop evidence based interventions with women and children from diverse backgrounds which reflects their needs whilst aiming to promote safety, independence, resilience and enhanced quality of life.
- 1.7 Ensure the development and implementation of clear case management plans for all women and children supported by our services.
- 1.8 Uphold compliance with relevant legislation, policy and procedures and practice guidelines including completion of case notes by staff within a timely manner.
- 1.9 Contribute to continuous quality improvement across our Specialist Family Violence workforce to ensure services result in a positive service outcome for women and children.
- 1.10 Actively contribute to the leadership of the organisation by continually developing, maintaining and roll modelling a positive workplace culture and be a solution focussed leader.
- 1.11 Participate in the recruitment and retention of staff and consult with the Clinical Supervisor in relation to complex client issues that arise in staff supervision.
- 1.12 Manage the allocation of referrals to the case management staff and ensure staff have an appropriate case load and ratio of clients.
- 1.13 Support staff to fulfil the duties of their role including developing and enhancing the skills and knowledge of staff by performance review and professional development opportunities  
Understand organisational performance requirements and coach others to achieve their best to meet funding requirements and quality client outcomes.
- 1.14 Contribute to a positive and professional image of our organisation through representation in external forums, in stakeholder relations and in collaborative networks.
- 1.15 Participate in staff, team and organisational meetings, supervision, training and professional development.
- 1.16 Participate in other activities and meetings relevant to Barwon CASA/Minerva.

## **Key Selection Criteria**

### **Essential Qualifications and Experience**

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

### **Essential Skills and Knowledge**

- 2.1 Demonstrated aptitude toward leadership and a commitment to and skills to provide individual and peer supervision, debriefing and self care practices.
- 2.2 A thorough understanding of case management practice informed by a gender analysis of violence against women and children, the impact of trauma, human rights and feminist theory.
- 2.3 High level ability to provide advice and direction for staff with complex matters including, crisis intervention, comprehensive risk assessments and safety planning, timely and considered decision making, and planning to respond to client's needs in a trauma informed manner.

- 2.4 Ability to model positive and dynamic leadership skills to lead, support and develop a team of case managers to inspire vision and professional conduct.
- 2.5 Demonstrated staff management experience, including recruitment and workforce retention, performance management and professional development strategies.
- 2.6 Excellent communication and interpersonal skills to build rapport, and foster harmonious and collaborative relationships internally and with external stakeholders.
- 2.7 Demonstrated resilience and aptitude in working with complex and important matters, sound judgement and ability to prioritise competing demands.
- 2.8 A flexible approach to leadership within a changing environment, embracing growth and creating a positive vision, culture and direction for the team.

#### **Other**

- 2.9 Commitment to the vision, purpose, aims and objectives of Barwon CASA/Minerva
- 2.10 Commitment to the continuous quality improvement and inclusive diversity in service delivery
- 2.11 Current Victorian drivellers licence

#### **Referees**

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

#### **Period of Appointment**

This position is ongoing, dependent on the continuation of funding to the service.

#### **Hours of work**

- This position is full or part time, the hours of work will be a minimum of 4 days (30.4 hours per week).
- The position is based in Geelong
- Hours will usually be worked during business hours of 9:00am to 5:06pm between Monday and Friday.
- Days worked will be based on the needs of service
- Flexibility in working hours will be required from time to time.

#### **Salary and Conditions**

- Social Community Home Care and Disability Services Industry Award 2010 (SCHADS) (Modern Award) with level and paypoint dependant on qualifications and experience.
- Salary Packaging: PBI status with other expenses available to package 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