



## BARWON CENTRE AGAINST SEXUAL ASSAULT / MINERVA COMMUNITY SERVICES

### POSITION DESCRIPTION

<b>Title:</b>	Specialist Family Violence Case Manager – Adolescent
<b>Reports to:</b>	Coordinator Adolescent and Men's Services
<b>Employment Status:</b>	Part Time 0.8
<b>Location:</b>	Geelong
<b>Date:</b>	January 2018

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### 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. The new organisation will operate under a new name in 2017.

The new organisation will strengthen and further enhance the services offered to clients and improve the effectiveness of both organisations in an external environment that is characterised by change and that is likely to offer new opportunities as a result of the Royal Commission into Family Violence.

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 our expertise 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 17 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, 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/Minerva 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 80 staff employed by the organisation across the Barwon, West Melbourne 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.

Our organisation provides the following services to support women and children experiencing family violence through the following programs:

- Intensive case management support and outreach services;
- Access to safe housing and short term crisis properties;
- Formal police (L17) referrals across the Barwon region;
- Specialist counselling and therapeutic services for women and children;
- Adolescent Family Violence Program; in partnership with Barwon Child Youth and Families. This program actively engages and supports adolescents aged 12-18 years and their families;
- Court Support in working with the police and courts to assist women to gain the protection they require through the justice system;
- Aboriginal Outreach Support services.

## **POSITION OVERVIEW**

The Specialist Family Violence Case Manager - Adolescent Family Violence Program (AFV) is delivered by Barwon CASA/Minerva in partnership with Barwon Child Youth and Families. This newly funded position joins a team of four staff primarily located within BCYF (Geelong).

The Adolescent Family Violence (AFV) program approach is based on ecological, systems-based responses to young people using family violence. The AFV program is underpinned by a focus on the young person's relationship with their family and community and a recognition that behavioural change can only occur through individual support delivered within the broader family and community context.

The role is responsible for providing a range of trauma informed effective interventions to reduce adolescent perpetrated family violence and increase the safety of all family members impacted by the violence.

## **POSITION REQUIREMENTS**

### **1. This position is primarily responsible to provide:**

- 1.1 Coordinated intake services and comprehensive assessment of safety and risk management, including mental health and other important factors.
- 1.2 Youth-centred, family-focused intensive case management support for the young person, and the female parent/carer.
- 1.3 For each client or family, develop a clear case management plan in consultation with the client and family and relevant professionals or stakeholders.

- 1.4 Expert advice and secondary consultation to other professionals and organisations in relation to adolescent family violence.
- 1.5 Work within case management practice, ensuring confidentiality and legislative requirements are maintained including completion of case notes and data entry within a timely manner.
- 1.6 Information, advocacy, resources, support and referral to women, children and their families in the Barwon Region who are experiencing or who have experienced family violence.
- 1.7 Maintain an awareness of the resources, services and legislation available to women and families who have experienced family violence.
- 1.8 Actively participate and prepare for regular supervision with the Coordinator and Clinical Supervisor, and peer support meetings.
- 1.9 Provide service delivery reflective of the principles and values that underpin the trauma informed work undertaken at Barwon CASA that is; person-centred, strengths-based, trauma-informed, individual and systemic, gender informed, culturally sensitive and accurately informed.
- 1.10 Link and refer families to relevant community organisations that provide ongoing and appropriate support for families.

## **2. Direct Service**

- 2.1 Engage with young people and their family through assertive outreach and innovative responses.
- 2.2 To work with complementing theories and tools such as Trauma informed practice, Child and Youth Focused, Best Interest Case Practice Model and the Child and Youth CRAF assessment.
- 2.3 Provide case management interventions including, counselling, conferencing, case coordination, family relationship support.
- 2.4 Identify and implement conflict resolution and communication strategies for use by young people and their family.
- 2.5 Facilitate and deliver a range of interventions including therapeutic, evidence based and group work.
- 2.6 Develop and monitor Family Case Plans and the monitoring and review of the family's progress in accordance with the program guidelines.
- 2.7 Contribute to the development, implementation, facilitation and monitoring of tailored group work for the target group.
- 2.8 Maintain collaborative working relationships with the program's primary partner, Barwon Child Youth and Family, and with other family violence and child and youth service providers, Victoria Police and DHHS.
- 2.9 Contribute to the development of new initiatives in relation to adolescent violence intervention.

## **3. Community Education and Development:**

In consultation with your line manager:

- 3.1 Participate in specific community events to raise awareness of family violence.
- 3.2 Develop and deliver training and education programs within the community as required.

#### **4. Reporting & Administration:**

- 4.1 Maintain accurate client files in line with Barwon CASA/Minerva standards and procedures as well as privacy legislation.
- 4.2 Undertake all administrative tasks including data collection and maintenance of confidential records.
- 4.3 Produce organisational and program reports as required.

#### **5. Organisational responsibilities**

- 5.1 Participate in staff and team meetings, clinical supervision, annual performance reviews, training, professional development and other activities and meetings relevant to Barwon CASA.
- 5.2 Participate in continuous quality improvement and ensure services are delivered in line with the evidence base.
- 5.3 Comply with relevant social and legal policy, as required.

### **KEY SELECTION CRITERIA**

Your application must address the following:

#### **1. Essential Qualifications and Experience**

- 1.1 Degree or above qualification in social work, psychology or similar discipline.
- 1.2 Minimum two years' relevant experience post qualification.

#### **2. Essential Skills and Knowledge**

- 2.1 Demonstrated experience working with women and children experiencing family violence or other trauma.
- 2.2 Experience of case management, risk assessment, supporting families and engagement through group work.
- 2.3 Understanding of the impact of family violence upon families and children.
- 2.4 Experience in delivering therapeutic interventions and a capacity to manage complex cases.
- 2.5 An understanding and commitment to working within a feminist framework.
- 2.6 Relevant knowledge of the Family Violence Protection Act (Vic) 2012, Children and Young Persons Act (Vic) 2008 and Family Law.
- 2.7 Knowledge of relevant government and community agencies and the services and resources they offer in the Barwon region.
- 2.8 An understanding of Data Collection Systems (SHIP) or similar client data bases.

### **EMPLOYMENT CONDITIONS**

#### **1. Other**

- 1.1 Commitment to the vision, philosophy, aims and objectives of Barwon CASA/Minerva.
- 1.2 Commitment to continuous quality improvement and cultural equity in service delivery.
- 1.3 Current Victorian Driver's Licence.

## 2. Referees

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

## 3. Period of Appointment

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

## 4. Hours of Work

The position is part-time, the hours of work will be 30.4 hours per week (4 days);

Location of the position is at the BCYF Geelong office, with one day per week in the home organisation of Barwon CASA/Minerva.

Hours will usually be worked during business hours of 9.00 am to 5.06 pm. between Monday to Friday.

Flexibility in working hours will be required from time to time as the need arises. The rostered working days are based on the needs of the service.

## 5. Salary and Conditions

Classification: Social Community Home Care and Disability Services Industry Award 2010 (SCHADS) (Modern Award) Level 5

Annual Salary: \$64,990 - \$67,915 pro rata, based 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.

Probationary Period - 6 months with a review conducted during this time.

## 6. Employee Responsibility – Mandatory prior to commencement

### ***Employee expense:***

- Valid Working with Children Check.
- National Police Records Check – renewed every 3 years of employment.
- Current Victorian Drivers Licence.

## 7. Position Requirements

The position holder, may be required to undertake other duties that fall within the nature of the role and responsibilities of the position as detailed above.

This position description is subject to review and may change in accordance with the needs of Barwon Centre Against Sexual Assault Inc, our operation, our clients and our stakeholders.