



Position Description

Position Identification			
Position Title:	Family Violence Practice Lead, Northern Metropolitan Victims Assistance Program		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:	3012	Effective Date:	1 July 2022
Location:	Northern Metropolitan office – Preston (or as otherwise directed)		
Scope of Practice:	Scope of Practice Link		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement		
*For HR use only	<ul style="list-style-type: none"> SACSE Level 5 		
Organisational Context			
Divisional:	Family and Community		
Program:	Victims Assistance Program	Unit: Northern Metropolitan Region	
Organisational Chart	<pre> graph TD GM[General Manager Family & Community] --> M[Manager, Victims Assistance Program] M --> IC[Intake Coordinator] M --> H[Team Leader, Hume VAP] M --> N[Team Leader, Northern VAP] M --> C[Counsellor] M --> AA[Administrative Assistant] M --> CE[Community Educator] IC --> VSW1[Victims Support Worker] H --> KEW1[Koori Engagement Worker] H --> VSW2[Victims Support Worker] H --> FVPL1[Family Violence Practice Lead] N --> VSW3[Victims Support Worker] N --> KEW2[Koori Engagement Worker] N --> FVPL2[Family Violence Practice Lead] </pre>		
Position Summary			
<p>Merri Health is the provider of the Victims Assistance Program (VAP) across the Northern Metropolitan and Hume regions. The VAP is funded by the Department of Justice and Community Safety (DJCS) and is part of a network of agencies across Victoria that provides services and support to victims of violent crime against the person.</p> <p>The Family Violence Practice Lead role supports the capacity of the VAP to assist people experiencing family violence. The Family Violence Practice Lead is a specialist role within the VAP to provide support to family violence victims, as well as secondary consultation to non-specialist Victims Support Workers within the program to further support their work with victims.</p> <p>The Family Violence Practice Lead is responsible for upskilling and assisting mainstream VAP workers in supporting family violence victims, providing direct client support to high-risk family violence victims, and</p>			



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community engagement, which includes developing relationships with other community providers and working with the Victims of Crime Helpline to continuously improve service to male victims of family violence.

The position may be co-located at other community organisations, police stations and/or locations across the region. VAP employees will be supported by their Team Leader and will work with management to develop and review the VAP.

Position Accountabilities

Responsibilities

Service Delivery

- Provide practice leadership to mainstream VAP staff on risk assessment, risk management and planning around family violence
- Provide secondary consultation to mainstream VAP staff in relation to complex family violence cases
- Assist in capacity building of VAP staff around the use of MARAM tools and making and responding to information sharing requests
- Provide practical support and VAP case management services to (in particular) high-risk victims of family violence, and male victims of family violence, including intake, support, assessment, case plan development, advocacy, education, referral, including the use of brokerage funds as directed and appropriate
- Undertake community and stakeholder engagement with local specialist family violence agencies, and other relevant community providers
- Increase VAP engagement with male victims of family violence
- Provide a range of mental health and wellbeing supports on a continuum that includes psychological first aid, safety planning or risk assessment through to assisted referral to formal therapeutic interventions
- Carry a caseload as directed by the Team Leader
- Provide centre-based outreach and co-located services as appropriate
- Participate in training that focuses on issues for victims of crime
- Comply with DJCS VAP service standards, practice manual, contract guidelines, and local operating procedures
- Ensure case notes and other client information is recorded according to service standards and practice

Accountability

- Ensure all data management and reporting is completed
- Participate in annual performance reviews and professional development plans
- Participate in the development and implement of a VAP Community Education Plan incorporating community education, partnerships, and community building strategies to ensure they meet established goals
- Participate in the ongoing development of the VAP to ensure it is meeting community and client needs
- Ensure timely provision of relevant reports and statistics as required by the organisation and funding bodies
- Act as a resource to other team members, sharing expertise to facilitate best outcomes for clients

Other

- Adhere to Occupational Health and Safety standards within the organisation



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	<ul style="list-style-type: none"> • Adhere to organisational and program policies and procedures • Contribute to other relevant Merri Health activities as directed • Undertake any other duties as directed by the Team Leader/Manager • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends • Undertake any reasonable additional tasks as directed by Merri Health • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10 kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification, and management • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant <p><i>Merri Health is an equal opportunity employer and is committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<p>Key Selection Criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Tertiary qualification in social work or other related discipline determined by Merri Health or be working towards meeting the new mandatory minimum qualification policy requirement, via one of the available employment pathways. For more information see https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners • Expert knowledge and experience working in specialist family violence settings • Skills in supporting colleagues, providing secondary consultation and knowledge sharing



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	<ul style="list-style-type: none">• Experience and understanding of MARAM frameworks and tools, in particular risk assessments• Experience in conducting perpetrator risk assessments and re-assessment (where appropriate) of referrals as the predominant aggressor• Skills in building and maintaining stakeholder relationships• Demonstrated casework and/or case management experience• Sound knowledge base and demonstrated experience in working with trauma and recovery• Demonstrated understanding of the needs, issues and sensitivities of people from culturally and linguistically diverse backgrounds• Highly developed interpersonal, oral and written skills• Ability to plan and manage time
Desirable	<ul style="list-style-type: none">• An understanding of the criminal justice system.• Demonstrated experience working in a community organisation• Knowledge of local and regional services• Knowledge of relevant information systems & software i.e., Microsoft Word, Excel, Outlook & Resolve• Knowledge and experience in community development/ education
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police check (NPC) including Victoria Police National Police Record Check, fingerprinting and completion of required documentation for police colocations• Working with Children’s Check (WWCC)• Current full or probationary driver’s licence• Immunisation Category B• Statutory Declaration