



Position Description

Position Title: Regional Family Violence Caseworker

Location:	135 Kepler Street Warrnambool
Pay Rate:	Annual salary range \$48,530 - \$54,130 p.a., depending on qualifications and experience. 9.5% superannuation, additional paid leave over Christmas / New Year shutdown period, 17.5% annual leave loading, and salary packaging
Award Classification:	Social, Community, Home Care and Disability Services Industry Award 2010, Level 2
Term of Contract:	Twelve months, full-time, subject to funding, with the likelihood of further employment
Reports To:	Team Leader, Community Services
Hours of Work:	Full-time, Monday - Friday

Historical background

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

Organisational background

Incorporated in 1982 Gunditjmara Aboriginal Cooperative is an Aboriginal Community

Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

Overview of the Position

The Regional Family Violence Caseworker provides culturally safe, sensitive, confidential and professional advocacy and support to Indigenous women and children living in South West Victoria, who have experienced or are affected by family violence. The service also aims to raise community awareness regarding family violence and its effects within the community, to equip and highlight early intervention strategies leading to a reduction in further incidents.

The role works collaboratively with other Aboriginal Community Controlled Organisations (ACCHO's) Police, Child Protection, Koori Court Officers, Court Registrars, organisations participating in Integrated Family Violence Consortium and other mainstream services across South West Victoria. The position has a regional focus and covers Winda Mara Aboriginal Corporation at Heywood, Kirrae Health Service at Framingham and Dhauwurd Whurrong at Portland.

The target group includes Indigenous women and children for whom family violence contributes to circumstances that threaten, or adversely affect, their safety and security.

The target group includes those who are no longer in abusive relationships, those who choose to remain in an abusive relationship and those who have not previously accessed police or crisis services for family violence related matters.

Key Responsibilities

Service Delivery

- Assist women to make informed choices regarding themselves and their children and their circumstances to protect their safety
- Receive client referrals from relevant agencies or community sources
- Assist women and children to recover from experiences of family violence
- Conduct safety/risk and needs assessments, develop safety and service coordination plans as necessary and initiate referrals to appropriate services as required
- Assist clients with appropriate advocacy and support to access counselling, housing, legal advice, income support, financial counselling, childcare, parenting, courts or other services
- Liaise with other services involved with clients and to provide secondary consultation to other service providers as required

Data Collection & Reporting

- Maintain program administrative requirements including maintenance of comprehensive case notes and client files.
- Maintain electronic data collection requirements as required by the Department of Human Services (DHS) including Gunditjmara Aboriginal Cooperative organisational requirements of recording details into the communicate software system.

- Ensure external DHS reporting requirements are met in line with service agreements.

Representation & Advocacy

- Attend family violence related meetings (as agreed in conjunction with the Manager.)
- Attend Supported Accommodation Assistance Program meetings as required
- Actively network locally and regionally with other Family Violence and Indigenous workers and other associated service providers such as housing services
- Appropriate liaison and exchange of information with the local ACCHO's, Police, Child Protection, Koori Court Officers, Court Registrars, General Practitioners, Allied Health, Regional Community Health Centre's and organisations participating in Integrated Family Violence Consortium.

Community Development & Education

- Contribute to community development through the provision of information and education to the community regarding family violence and its impact with a view to the promotion of early intervention and to assist the prevention of future incidents
- Provide specialist consultation to other community agencies and professionals to assist them deliver a culturally responsive approach to Indigenous people seeking assistance from their agency who are affected by family violence
- To engage/maintain links with the local ACCHO's with regard to family violence issues, legislation changes and other relevant issues.
- Generate discussion within Indigenous communities about family violence.
- Development of local solutions to prevent and respond to local issues of family violence.
- Facilitate and coordinate the Aboriginal Women's group focusing on cultural therapeutic based activities which promote early intervention of family violence and improve social and emotional well-being.
- Promote awareness that violence is not a part of Indigenous culture.

Other Duties

- Participate in a six monthly post-employment, and then annual performance reviews with the Manager, which includes developing a work plan for the next twelve month period
- Participate in and attend organisational meetings as indicated by the Operations Manager
- All staff are accountable for the effective and efficient achievement of the key responsibilities of their position
- Be familiar with and abide by the Gunditjmara Cooperative policies and procedures including Occupational Health and Safety, and the Code of Conduct
- Undertake professional development to increase skills and knowledge.
- Contribute material for Gunditjmara newsletters and social media
- Provide monthly reports on the activities and outcomes of work undertaken, including internal reporting
- Participate in the Continuous Quality Improvement process, and Risk Management programmes, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes

- Other duties as directed by the Team Leader, Community Services

Knowledge, Skills and Aptitude Required

- Understanding and commitment to Aboriginal and Torres Strait Islander health, culture and the philosophy and practice of Aboriginal Community Control
- Ability to work with Aboriginal and Torres Strait Islander organisations, communities and individuals in culturally appropriate ways
- Demonstrated understanding of Aboriginal and Torres Strait Islander health issues
- Demonstrated understanding of the inter-generational impact of family violence within the Aboriginal and Torres Strait Islander community
- Good understanding of the judicial system and applicable legislation
- Effective liaison and communication skills with the Indigenous community and the wider community
- Commitment to working collaboratively within a small team environment and to work autonomously as required
- Moderate level computer skills
- Minimum Certificate III level qualification in a relevant area and/or significant related work experience and training
- A current Victorian driver's license, valid Working With Children Check and the ability to attain a satisfactory Police Check

Desirable

- Aboriginal and Torres Strait Islander persons are encouraged to apply
- Experience working within a similar role within an Aboriginal and Torres Strait Islander organisation.

Guidelines for Submitting Applications

Application deadline is Sunday 4 March 2018. Specific queries about the role should be directed to Ashley Couzens, Manager Community Services, 03 5559 1234, email: Ashley.couzens@gunditjmara.org.au. Other queries and applications to Susan Kay, HR Coordinator: susan.kay@gunditjmara.org.au. Applications must include a covering letter, resume, 2 referees and how you meet the key selection criteria of the position (as listed above).