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| POSITION TITLE | Student Placement |
| CLASSIFICATION | Student Placement |
| WORK LOCATION | The main office base is Pall Mall Bendigo; however, placement may take place at one of our regional sites (Maryborough, Kyneton, Echuca) or The Orange Door, Bendigo. |
| TEAM | Programs and Services/Innovation and Impact Unit/Corporate Services (select all that apply) |
| HOURS OF WORK | Full time / Part time: 30-38 hours per week Normal hours of work are between 9am and 5.06pm Monday to Friday.  Some out of hours work may be required. |
| ACCOUNTABILITY | Student Supervisor and Team Leader/Senior Manager |

**Position Purpose**

The Centre for Non-Violence (CNV) is committed to a culture of learning within our organisation, providing quality learning and professional development opportunities for our staff, students, and volunteers.

Our Student Placement Program is critical to the leadership role CNV plays in the ongoing development of our sector and building workforce capacity in family violence services.

Our goal in providing Student Placements at CNV is to support the development of students undertaking studies that may lead to family violence and community services work through:

* Supporting Student placements within a specialist family violence service.
* Providing Supervision training for experienced workers to enhance their knowledge and skills in supporting students on placement.
* Developing pathways for transitioning graduates to roles within the specialist field of family violence.

**Key Relationships**

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| INTERNAL | EXTERNAL |
| * Leadership at CNV | * Orange Door staff |
| * Staff at CNV | * Sector organisations and stakeholders |
|  | * DFFH, FSV & other Government departments |

**Key Learning Areas**

The Student Placement will work within their allocated unit/team to meet their subject intended learning outcomes.

* At CNV, we provide students with the following environment and opportunities during their placement:
* Student placements that are supported and supervised to enable professional development and learning.
* A safe, supportive, and best practice learning environment.
* Student participation, contribution, and reciprocal learning opportunities.
* Strategically and organisationally focussed student learning activities.
* Opportunities to develop individual learning plans and areas of focus beyond minimal requirements.
* Professional respect and regarded as ‘part of the team’.
* A strong student learning, reflective practice environment.
* To integrate theory into practice.
* Gain understanding of the fundamental aspects of family violence for those experiencing family violence who are predominantly women and children, or perpetrators of family violence.
* Develop best practice knowledge and skills in responding to family violence and other forms of violence against women and children.
* Key activities, projects, and programs to support learning across the continuum of family violence response, early intervention, and primary prevention.
* As placement is individual to students/university/TAFE requirements, a learning plan will be developed detailing workplace specific goals and outcomes to be meet during the placement period in collaboration with the student, the student supervisor, and the education provider.

**Other Requirements**  
The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures at CNV.

Consistent with this all students are:

* Expected to model CNV Core Values and ensure all workplace conduct aligns with these values and CNV’S Code of Ethics.
* Adhere to data, privacy and security policies and procedures and actively consider data, privacy, security more broadly in their day-to-day work.
* Follow policies and procedures on Occupational Health and Safety and conduct themselves in a manner that will not endanger themselves or others and actively contribute to a safety culture.
* Effectively follow risk management practices and policies and actively consider risks broadly in their day-to-day work.
* Drive a continuous improvement culture across the broader function.
* Expected to ensure the security of CNV’s property and assets and maintain a commitment to the care of all CNV’s property and assets.
* Other duties as required within the scope of the student placement role practices and processes, to meet service expectations.

Note: This Position Description is indicative of the initial expectation of the role and subject to change in line with requirements of the University learning requirements and CNV’s goals and priorities, activities or focus of the job undertaken during placement. The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a student placement position.

**Competencies**

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| **Resilience** | Perseveres to achieve goals, copes effectively, remains calm and in control when under pressure. |
| **Teamwork** | Attend and participates in team meetings, agency activities, program development, planning days, working groups, team building activities and supervision. Work well with others in the pursuit of team goals, share information, support others, show consideration, concern and respect. |
| **Problem Solving** | Capable of discussing and resolving specialist problems. Ability to develop options and resolution to problems. |
| **Time Management** | The position requires skills in managing time, setting priorities and planning and organising one’s own work and where appropriate that of other colleagues so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable. |
| **Ability to manage tasks** | Set priorities and achieve positive outcomes within agreed timelines. |
| **Interpersonal skills** | The position requires the ability to gain cooperation and communicate with others. |
| **Written communication skills** | Prepare clear and accurate correspondence. |
| **Attention to Detail** | This position requires a high-level of accuracy and attention to detail. |
| **Relationships** | Capable of gaining the co-operation and assistance from staff to enable daily tasks to be performed. |
| **Responsiveness** | To changes implemented by CNV and Managers. |
| **Code of Ethics** | Models and promotes organisational values and adhere to CNV’s Code of Ethics. Ensure Core values are reflected in decision making and everyday behaviour in professional relationships and direct services. |
| **Behaving with Integrity** | Uphold and model the vision and values of CNV Treat people fairly and with respect, ability to work within a feminist framework. |

**Qualifications**

A student undertaking a relevant tertiary qualification in social work, psychology, community services and/or a related human services field.

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| **Application Process**  For Application details and supporting documentation please visit the CNV website [www.cnv.org.au/jobs](http://www.cnv.org.au/jobs).  All student placement application enquiries, please contact our Student Placement Coordinator on (03) 5430 3000.  **To be considered for placement shortlisting and an interview, applications must include the following:**   * Application Form * Current Resume * Supporting information including a current Working with Children’s and Police Check * The names and contact details of three professional referees, ideally one should be from your supervisor and from your most recent employer   CNV is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people living with disabilities and culturally and linguistically diverse backgrounds.  Further information regarding employee benefits, organisational overview and further job opportunities can be found on the Careers page of our website [www.cnv.org.au](http://www.cnv.org.au) |

**Other Requirements**

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| **Mandatory prior to commencement** | * All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process. * Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. * A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment. * All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. * Employee’s must hold a valid driver’s license to drive CNV fleet vehicles. * All employees must meet all the requirements of the Public Health Order for COVID-19 vaccinations. |
| **Commitment to CNV’s vision and philosophies** | * Act as an advocate for the highest standards of ethical and professional behaviour. * Strong commitment to CNV’s vision, feminist values and principles including an understanding of the role and impact of gender and other inequalities in relation to that violence. |
| **Code of Ethics** | * All employees of CNV are to act in the best interest of CNV as a whole with honesty, in good faith and with due care and diligence. * All employees must comply with CNV’s Code of Ethics and agree to work according to our values of; Respect, Co-Operation, Social Justice, Empowerment, Transparent and Inclusive Practices Decision Making. |
| **Equal Opportunity** | * CNV offers a work environment free of discrimination, sexual or other harassment, victimization, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment. |
| **Occupational Health & Safety Requirements** | * Perform all duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and CNV’s policies and procedures. In addition, employees are expected to: * Conduct themselves in a manner that will not endanger themselves or others. * Participate in Occupational Health and Safety training. * Assist with audits of work procedures, equipment, and workplaces. * Identify areas of improvement and contribute ideas and suggestions that promote safety awareness. * Be aware of emergency procedures and codes. * Report unsafe work practices, incidents, hazards and near misses. * Report unacceptable workplace behaviours such as harassment and bullying. |
| **Risk Management** | * Follow all CNV policies and procedures in relation to risk management. * Participate in risk assessments. * Demonstrate an understanding of, and a commitment to, CNV’s Risk Management Framework. * Report all hazards and incidents of which they become aware. |
| **Privacy** | * CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principals (APPS) and is committed to protecting the information it collects, monitoring its use and maintaining its integrity. Therefore, any information collected will be solely for the primary purpose intended and will be destroyed when no longer required. * Ensure all Privacy and Data Security practices as outlined in policy are maintained by staff through the provision of induction/probation information, instruction, training, and supervision. |
| **Use of Confidential Information** | * Employees shall not use confidential information to gain advantage for themselves or for any person or body, nor shall they use this information improperly to cause harm to any person, body or CNV. * Both during and after employment with CNV, employees must: * Not communicate confidential or private information to third parties. * Not make use of any information gained through employment at the Centre for Non-Violence Inc for any purpose other than the discharge of official duties. * Only access personal records, files, and information to facilitate direct work. |

**Position Description Changes**

This Position Description is indicative of the initial expectation of the role and subject to change in line with requirements of CNV’s goals and priorities, activities or focus of the job. The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

**Organisational Overview**

About the Centre for Non-Violence

The Centre for Non-Violence (CNV) is a well-established organisation, with over 20 years’ experience in providing specialist family violence programs and services for women and children experiencing family violence and at risk of homelessness, men who use violence in the family and working with families across the continuum of response, early intervention, and primary prevention. We provide a range of services for women and children experiencing family violence; programs for men who use violence in the family, including men’s behaviour change programs, enhanced intake and case management.

CNV works collaboratively with key stakeholders and partners regionally and state-wide, to implement primary prevention approaches, innovative projects and influence coordinated community responses and policy to prevent violence against women and their children. CNV provides a key leadership role and auspices positions that support policy and practice integration and coordination implementation. CNV is active leader and innovator in primary prevention, community education and engagement projects, activities, and initiatives.

CNV is also the lead agency for the Loddon Campaspe Integrated Family Violence Consortium that is funded to deliver the full suite of services for women and children experiencing family violence, and programs for men who use violence towards family members.

CNV is a child safe organisation. We value, respect, and listen to children and young people. We are committed to the safety, wellbeing and inclusion of all children and young people, including the cultural safety of aboriginal children and young people, culturally and/or linguistically diverse children and young people, gender and sexually diverse children and young people and children with a disability.

CNV has an Employee Bargaining Agreement with its staff, which allows both negotiated salary packaging and flexible working arrangements.

CNV is duly accredited to both DHHS (State) and QIC (National) Standards. Continuous quality improvement is an agency expectation.

**Vision Statement**

Gender and social equality in a violence free world.

**Statement of Purpose**

CNV is working towards its vision of a society free from violence, homelessness, discrimination, poverty, and oppression by:

• Being responsive to the needs of women and their children through providing information, resources, housing options, referral, advocacy, education, and support.

• Designing and delivering education, prevention, and recovery programs.

• Ensuring women and children’s rights are upheld.

• Challenging structural, legal, and social inequities and advocating for change.

• Advocating for affordable, secure, and safe housing options; and

• Increasing community awareness of the social and systemic issues affecting women and children.

**CNV’s Structure**

CNV structures Programs and Services into four streams:

* The System Integration stream works with the integrated family violence system, which includes Victoria Police, Child Protection, Courts, Corrections Victoria, Child First/Family Services, the Orange Door (currently in development stage) and other key parts of the service system that respond to family violence. The Systems Integration stream delivers programs and services which focus on systems integration and collaboration. These programs include the Risk Assessment Management panel, the Orange Door specialist family violence response, the family violence Child Protection Partnership program, regional integration and community education and training. All System Integration stream programs intersect and engage with other CNV streams.
* The Intervention Services stream delivers quality, integrated programs that work to keep women and children safe by supporting victims and working with men to support change. These programs intersect with all parts of the service system. Intervention Services provides specialist risk assessment and management services, case management services for victim/survivors and group and individual programs for men who use violence toward family members. Teams are structured into an integrated group of workers with representation from our various client programs including those supporting men, women and children. Teams work with clients from intake to closure using a key worker model.
* Therapeutic Programs and Practice Development delivers therapeutic services to women and children affected by family violence including the Safe, Thriving and Connected program. This stream also contributes to building and maintaining best practice across all service delivery.
* The Partnerships and Prevention stream develops strategic relationships and partnerships with other organisations and individuals to strengthen and extend the scope and capacity of CNV to undertake its work and meets its strategic goals.

All streams are interconnected and work closely together. All streams have collective responsibility and provide leadership to:

* Ensure safety and wellbeing of children
* Strengthen cultural safety
* Respond to diverse communities
* Continuous quality improvement
* Community education
* Prevention – including primary prevention and early intervention
* Respect the knowledge and learn from women, children and young people with lived experience of family violence

Our Corporate Services team is responsible for managing the administration functions of the organisation, leading and coordinating quality assurance, compliance and corporate planning to ensure organisational and operational effectiveness and efficiency. Corporate Services manages all aspects of human resources, occupational health and safety, financial management, risk management and emergency management practices across the organisation together with management of information, communication technology (ICT), asset and physical resource management including, infrastructure, environment and contractor management.

Our Innovation and Impact Unit guides and delivers strategic projects, data and evaluation, business development and marketing and communications.

An annual Operational Plan guides the organisational priorities, which are informed by the CNV Strategic Plan, Quality Work Plan and other plans including the Reconciliation Action Plan.

**Philosophy & Principles**

CNV will be guided by a feminist philosophy and the following principles in its relations with service users, staff, other stakeholders and the wider Community.

* **RESPECT** is an active conscious process that acknowledges differences and accommodates conflict. CNV will work in a consistently respectful manner thus ensuring its practice is non-judgmental, validating, confidential, supportive and acknowledges the intrinsic value of each person. Respect engenders trust, empathy and equality between people.
* **CO-OPERATION** by valuing the strengths and ideas of others. CNV works collaboratively to develop and maintain relationships to achieve the best outcome(s).
* **SOCIAL JUSTICE** is an integral part of CNV practice, actively advocating structural and social change and the development of a society that is just, equitable and respects human rights.
* **EMPOWERMENT**, supporting women and children through a power sharing approach to identify their own needs and make informed decisions utilising their strengths. Empowerment engenders self-determination and promotes resilience.
* **TRANSPARENT AND INCLUSIVE PRACTICES** ensure rights are protected and advocated for and that the service is accountable to stakeholders and the Community.
* **DECISION MAKING** processes based on participation, consultation and information sharing, whilst respecting and acknowledging different roles, responsibilities, functions and skills.