



## CENTRE FOR NON VIOLENCE

### ORGANISATIONAL OVERVIEW

The Centre for Non-Violence Inc. (CNV) was established in 1990 and has worked for more than two decades in the provision of support services for women and children experiencing family violence and at risk of homelessness. Since that time, our service has grown, and we deliver a range of services for women and children experiencing family violence; programs for men who use violence towards women and children, including men's behaviour change programs, enhanced intake and case management; and a young women's housing program for young women aged 15 to 25 who are pregnant and/or parenting and at risk of experiencing homelessness.

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 auspices the positions of the Loddon Family Violence Principal Strategic Advisor and the Loddon Mallee Homelessness Network Coordinator.

CNV is active in violence prevention, community education and engagement activities and initiatives.

CNV is also the lead agency for the Loddon Campaspe Gender Equality and Violence Prevention 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 in the Loddon Area.

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 to schools and the wider community;
- Supporting the capacity of School Communities to care for and nurture children through the Solving the Jigsaw program;



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

### Philosophy & Principles

CNV Inc. is 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 Inc. 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 Inc. works collaboratively to develop and maintain relationships to achieve the best outcome(s);
- SOCIAL JUSTICE is an integral part of CNV Inc. 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



## POSITION DESCRIPTION

### POSITION SUMMARY

Title:	<b>Safe, Thriving &amp; Connected Program – Clinical Practice Lead</b>
Classification:	Social and Community Services Award (SACS Award) Social Worker Class III. Translates to Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) Level 7 range and pay point dependent upon qualifications and experience.
Team/Unit:	Client Services
Work Location:	Office in Central Bendigo (with other work co-located across the region)
Hours:	Full time
Length of contract:	Ongoing
Salary Range:	Salary Range \$91,765 to \$95,361. Hourly rate \$46.44 to \$48.26. Salary and conditions of employment are as per the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the CNV Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office.
Hours of Work:	Normal hours of work between 8am and 7:00 pm Monday to Friday. Some office based after-hours work expected
Accountability:	Senior Manager, Therapeutic Services, Client Services

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## **POSITION DETAILS**

### Position Context

CNV Inc. has three major areas of operation: Client Services, Prevention and Development and Operations.

Our Client Services Division delivers a range of programs to the community including domestic violence outreach services for women and children experiencing family violence and/or homelessness; counselling for women and children experiencing family violence; young women's housing programs; alcohol and other drugs supported accommodation program; programs for men who use violence towards family members including men's behaviour change, enhanced intake and case management.

We have an integrated Client Services program with small integrated teams of workers with representation of our various client programs including those supporting men, women and children. Teamwork with clients from intake to closure using a key worker model.



Our Prevention & Development Division provides a range of community engagement, research, advocacy and prevention programs.

Our Operations Division is responsible for all our human resources, asset and financial management, OHS, quality assurance and administrative support to the organisation.

This position offers an opportunity to work with a respected community organisation and its skilled teams, to develop new skills, to participate in professional development and community education in several vital fields (family violence and homelessness), and to work across collaborative partnerships.

### [Safe, Thriving & Connected](#)

***Safe, Thriving & Connected*** has been developed and will be delivered by The Loddon Gender Equality and Violence Prevention Consortium (“the consortium”), who have a long history in working in partnership and are experienced service providers in the delivery of integrated and coordinated specialist family violence services and system responses across the Loddon area. The consortium members are:

- Centre for Non Violence (lead agency),
- Annie North Women’s Refuge and Domestic Violence Service,
- Women’s Health Loddon Mallee,
- Loddon Campaspe Centre Against Sexual Assault; and
- Cobaw Community Health.

By partnering and sharing our specialist expertise and approaches, we will:

- Increase regional access to a range of therapeutic modalities, services and supports to all victim survivors of family violence;
- Work with clients across the continuum of intervention to identify and respond to their therapeutic needs and enabling them to recover and thrive;
- Work with all victim survivors of family violence including clients from diverse groups; and
- Build on the significant capacity and expertise and provide opportunities for joined up service and system responses that deliver strong therapeutic outcomes for victim survivors of family violence whilst ensuring their safety and keeping perpetrators in view.

***Safe, Thriving & Connected*** will provide a range of trauma informed and evidenced based therapeutic programs and services to support recovery and healing. Interventions and services will be accessible across the Loddon area and embedded within the broader service system responses. We will build on existing entry points and referral pathways by providing a framework for assessing risk and safety, therapeutic readiness, case management and transition to community supports that sustain healing and recovery.

### [Position Overview](#)

The Clinical Practice Lead reports directly to the Senior Manager, Therapeutic Services, and is a member of the Therapeutic Services team at CNV and more broadly the Safe, Thriving and Connected Program team members employed by the Consortium.

This position is responsible for providing excellence in clinical leadership across the *Safe, Thriving & Connected* program in the DHHS Loddon Area.



This position is responsible for providing practice coordination and clinical governance to practitioners employed by the Consortium in the *Safe, Thriving & Connected* therapeutic programs delivering therapeutic services to adults, children and youth that have experienced family violence.

### Key Accountabilities

Key Result Area	Major Activities
1. Clinical Responsibilities – leading	<ul style="list-style-type: none"> <li>1.1 Lead, mentor and develop practice by building capability amongst clinicians, support them to engage effectively with those accessing services, and ensure practitioners are up to date with current evidence-based practices.</li> <li>1.2 Model and support integrated, culturally safe, inclusive and responsive specialist family violence therapeutic practice.</li> <li>1.3 Oversee clinical service delivery, programs and staff, within the clinical governance framework</li> <li>1.4 Provide expert advice and secondary consultation to other professionals and organisations in relation to therapeutic services and response to family violence.</li> <li>1.5 Coordinate therapeutic decision-making including planning therapeutic interventions, managing waitlists and allocations, and referral into appropriate programs and support within the Loddon Area and the model.</li> <li>1.6 Lead the Community of Practice in the development of therapeutic practice and contribute knowledge toward best practice and innovation in the area of family violence.</li> <li>1.7 Provide advice and expertise on counselling for cases of a more complex nature including children, young people and adults who have experienced family violence</li> <li>1.8 Offer guidance to clinicians regarding legal requirements, subpoenas, client records and preparing reports.</li> <li>1.9 Uphold and enhance quality assurance frameworks and service delivery standards consistent with the program philosophy, aims and objectives.</li> </ul>
2. Program Responsibilities	<ul style="list-style-type: none"> <li>2.1 Establish systems and procedures to guide clinical practice and track progress.</li> <li>2.2 Coordinate intake and assessment services to assess program eligibility for the suite of services and programs offered as part of the program.</li> <li>2.3 Model and foster a collaborative and respectful culture and working environment across the organisation through clinical leadership toward the pursuit of organisational and client outcomes.</li> <li>2.4 Contribute to organisational supervision of clinicians including induction,</li> </ul>

	<p>training, service design and delivery and performance reviews.</p> <p>2.5 Participate in continuous quality improvement, accreditation processes and support the development of innovation and best practice.</p> <p>2.6 Participate in organisational meetings and other activities relevant to the work of the program</p>
3. Data reporting, documentation and file records	<p>Ensure file notes and other documentation meets the policies and procedures of the program.</p> <p>Ensure data reporting is completed in accordance with program requirements.</p>

### Key Selection Criteria

*Please respond to these Key Selection Criteria in your application.*

### Mandatory experience and qualifications

- Relevant tertiary qualifications in Social Work, Psychology, or a related discipline equivalent.
- Relevant therapeutic post qualification experience.
- Specialist family violence therapeutic clinical experience.
- Demonstrated experience in supervising a multi-disciplinary team of professionals.

### Required knowledge and skills

1. Highly developed knowledge and expertise regarding feminist therapeutic approaches and trauma informed work as it relates to family violence, for children, adults, individuals and families.
2. Demonstrated commitment to the values of the consortium and CNV.
3. Demonstrated experience in leading and managing individuals and teams in a community service and/or program delivery environment to ensure organisational accountabilities, standards, systems and professional development.
4. Extensive experience in clinical supervision and consultation, short-medium term counselling and crisis intervention with individuals and families and development and facilitation of groups.
5. A comprehensive understanding of the structural factors and relevant theoretical perspectives relating to gendered violence and family violence including the complex issues and systems that intersect including the social, political, emotional, legal, medical and economic contexts.
6. Capacity building approaches that utilise collaboration, reflective practice and strengths-based practice.
7. Highly developed organisational skills and ability to prioritise competing demands
8. Excellent communication skills.
9. Able to establish effective working relationships with partner agencies and key stakeholders providing services to women experiencing family violence and homelessness.
10. Computer skills and capacity to maintain records, statistical data collection through proficient use of appropriate computer applications.

### Desirable knowledge and skills



- At least 5- 7 years' experience in both, Specialist family violence therapeutic clinical experience and Relevant therapeutic post qualification experience.

### Personal Attributes

- Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
- Drive and commitment: enthusiastic and committed; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
- Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for other's feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

## APPLICATION PROCESS

### How to apply

To be considered for shortlisting and an interview, applications must include the following:

- Covering letter;
- Each Key Selection Criteria must be addressed, and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application. You will need to demonstrate that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position.
- Current Resume; and
- The names and contact details of three professional referees, ideally one should be from your supervisor and from your most recent employer.

### Safety Screening

- 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.

### Mandatory Criteria

- A valid driver's licence
- 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. Satisfactory Working with Children Check is required prior to commencement of employment.
- Satisfactory National Police history check prior to commencement of employment.



## VERIFICATION

This section verifies that the employee and supervisor have read the above position description and are satisfied that it accurately describes the position.

### EMPLOYEE

Signature..... Date.....

### SUPERVISOR

Signature..... Date.....

## APPLICATIONS

### CLOSING DATE:

**11 November 5pm**

Please send applications to: Manager, People & Culture, CNV Inc. P.O. 958, Bendigo 3552

Mark envelope: Private and Confidential

Or Email to: [vacancies@cnv.org.au](mailto:vacancies@cnv.org.au)



## RELEVANT INFORMATION

### BENEFITS OF WORKING WITH CNV

- Attractive salary packaging, can earn up to \$15,860 tax free
- Above award wages and generous EBA conditions
- Excellent work/life balance
- Supportive and friendly organisational culture
- On-going training and development opportunities

### ROLES AND RESPONSIBILITIES

All employees are responsible for ensuring that they comply with all CNV's policies and procedures.  
All employees are responsible for the efficient and effective use of resources.

All employees are expected to work as part of a committed team that meets clients' expectations by providing a responsive and high quality service delivery, in a respectful and dignified manner. This includes being part of the delivery of programs and services to standards of improvement required for our accreditation process.

### PRE-EMPLOYMENT CHECKS

CNV has a duty of care to its clients to create and maintain a safe, health working environment; therefore any persons employed by CNV will be required to undergo satisfactory pre-employment checks, including 3 professional referees, a pre-existing Health declaration, a criminal records check and proof of identify and qualifications. Only criminal history that is relevant to the inherent requirements of the position is taken into consideration.

### PRE-EXISTING MEDICAL CONDITION CHECK

Under Victorian WorkCover legislation, it is the applicant's duty to advise CNV of any pre-existing medical condition/s, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position however failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.

### CODE OF ETHICS

The code of ethics provides the parameters for acceptable and unacceptable behaviour while at work or while on work related business off site. All employees of CNV are to act in the best interest of CNV 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



## PROBATION PERIOD

The position is subject to a 6 month probation period during which time you will receive advice and guidance to help you become familiar with and competent in performing the requirements of the position. During this period, either party can terminate employment with one week's notice. A probationary review before 6 months will be undertaken.

## OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

CNV is committed to providing a safe and healthy work environment for all employees. All employees are required to undertake their employment with due regard to personal safety and that of co-workers and the public in accordance with relevant legislation and CNV's policies and procedures.

Any OH&S matters must be reported to either the OH&S Rep, Operations Manager or the relevant Manager.

## 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.

## PRIVACY

CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principles (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.

## NON-SMOKING POLICY

CNV has a no-smoking policy which prohibits smoking in all CNV's buildings and vehicles.

## DIVERSITY

CNV is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people living with disabilities and culturally and linguistically diverse backgrounds.