

ORGANISATIONAL OVERVIEW

ABOUT OUR ORGANISATION

The Centre for Non-Violence Inc. (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 and communities 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;; a young women's housing program for women aged 15 to 25 who are pregnant and/or parenting and at risk or experiencing homelessness.

CNV works collaboratively with key stakeholders and partners regionally and statewide, 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, including: Loddon Campaspe Family Violence Principal Strategic Advisor the Loddon Mallee Homelessness Network Coordinator, Communities for Children (C4C) and statewide advisory roles. 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 Gender Equity 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.

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 Inc. is duly accredited to both DHS (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 the service system and the wider community;
- 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. 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 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

PositionContext

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; programs for men who use violence towards family members including men's behaviour change, enhanced intake and case management.

There are small integrated teams of workers with representation of our various client programs including those supporting men, women and children. Teams work with clients from intake to closure using a key worker model.

Our Prevention and Development Division provides a range of community engagement, research, advocacy and prevention programs including the auspices of the Family Violence Regional Integration Co-ordination program and Loddon Mallee Homelessness Network including the regional Children's Resource Worker program.

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

An Annual Work Plan guides the organisational priorities, which are informed by the CNV Strategic Plan and Continuous Quality Improvement Work Plan.

The Orange Door

The Victorian Government has committed to implementing all 227 recommendations of the Royal Commission into Family Violence and to delivering on the vision described in Roadmap for Reform: Strong families, Safe children.

A key recommendation of the Royal Commission and the Roadmap for Reform was to establish a network of Support and Safety Hubs ('Hubs') across Victoria to provide a new way for women, children and young people experiencing family violence, and families who need assistance with the care and wellbeing of children to access the services they need to be safe and supported. These Hubs are known as The Orange Door.

The Orange Door is also intended to hold perpetrators to account by planning interventions to address the risk they pose and challenging their controlling, violent and abusive behaviour.

The Orange Door keeps the whole family in view and provides a more visible contact point to access family violence services, family services and perpetrators/men's services, with expert support tailored to each family member's needs.

Given the phased approach to implementing The Orange Doors and the evolving nature of the design process, certain elements of the service model may change over time. The role and operations of The Orange Door will not be static or fixed at one point in time. Just as the practice of the Orange Door will be informed by emerging needs and evidence, and firmly embedded with the principle of continuous improvement, the design and implementation of The Orange Door will continue to develop and be informed by community needs, co-design, evaluation, and practice learnings. Future development of the service model will continue to be set at the statewide level, informed by local practice and experience.

Role of The Orange Door

The Orange Door delivers a fundamental change to the way we work with women, children and families, and men. The role of The Orange Door is to provide:

- a more visible contact point so that people know where to go for specialist support
- help for people to identify family violence and child and family safety and wellbeing issues
- advice based on contemporary risk assessment tools and guidance and best available information
- specialist support and tailored advice for victims, families and children, and perpetrators
- a strong focus on perpetrator accountability
- connection and coordination of access to support
- an approach across the spectrum of prevention, early intervention and response
- a system-wide view of service capacity, client experience and outcomes.

The Orange Door supports the agency of women, children and families, to ensure that the services they receive meet their needs and their goals.

The Orange Door Team

The Orange Door team includes a mix of staff employed by FSV and staff employed by Community Service Organisations (CSOs), Aboriginal services and the Department of Health and Human Services (DHHS). For each launch site the size of the team will vary to reflect the local needs.

POSITION DESCRIPTION

POSITION SUMMARY

Title:	Advanced Family Violence Practice Leader
Classification:	Social, Community, Home Care and Disability Services Award 2010 – Level 7, pay point dependent upon experience.
Team/Unit:	Client Services
Work Location:	Office base is Bendigo.
Hours/Contract:	Full-time - 38.0 hours per week
Contract:	On-going
Salary Range:	Salary Range \$94,670 to \$98,523 per annum. Hourly rate \$47.91 to \$49.86. Salary and conditions of employment are as per Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office. Above award rates may apply for this role.
Hours of Work:	Normal hours of work are between 9am and 5.06pm Monday to Friday. Some additional out of hours work may be required.
Accountability:	Senior Manager, Client Services.

POSITION OBJECTIVES

The Advanced Family Violence Practice Leader is a practice leadership role located in the Client Services team at the Centre for Non-Violence Inc (CNV) and is located within The Orange Door. The Advanced Family Violence Practice Leader will work in close partnership with the Hub Manager, other practice leaders (Integrated Practice Leader, Senior Child Protection Practitioner/s and Aboriginal Practice Leader) and team leaders to lead family violence practice in The Orange Door and support secondary consultations with internal and external service providers.

The Advanced Family Violence Practice Leader is responsible for providing practice leadership on risk assessment, risk management and planning for family violence and providing expert advice to the teams and staff who are located at the Orange Door in relation to complex family violence cases and perpetrator interventions. The Advanced Family Violence Practice Leader will proactively build specialist evidence-based family violence knowledge and capability across the Orange Door teams, in line with the Orange Door Service Model and Integrated Practice Framework.

KEY RESPONSIBILITY AREAS

1. Leading and supporting family violence practice by:
 - Providing specialist secondary case consultation and technical input on complex family violence cases and perpetrator interventions
 - Providing specialist family violence expertise to the process of intake and assessment of responses to children's safety and wellbeing
 - Co-working and providing daily specialist family violence support (as requested and required) for team leaders
 - Where appropriate, jointly managing a small caseload of complex and/or sensitive family violence cases
 - Working with Orange Door practice leaders, team leaders, and practitioners where appropriate, to identify and resolve practice issues as they arise, especially where there are issues about family violence cases
 - Supporting practitioners to understand the tactics of coercion, power and control used by perpetrators of family violence and to apply strategies to hold perpetrators to account
 - Operating with autonomy and accountability in supporting specialist family violence practice.
2. Prioritising and approving Central Information Point (CIP) requests.
3. Prioritising and approving referrals to the Risk Assessment and Management Panel (RAMPs).
4. Leading, mentoring and developing practitioners and team leaders located at the Orange Door in family violence practice by:
 - Building capability to deliver specialist family violence responses to victim survivors, children and families and perpetrators, informed by client experience and in line with the Integrated Practice Framework and relevant legislative frameworks (including (including the Children, Youth and Families Act 2005 and Child Wellbeing and Safety Act 2005)
 - Supporting practitioners to engage effectively with those accessing services, identify and assess family violence risk, manage risk and prioritise safety and provide effective services.
 - Ensuring practitioners based at the Orange Door are up to date with any developments in the evidence or practice of family violence risk assessment, risk management and planning and perpetrator interventions.
 - Providing practitioners with relevant information, resources and tools, to support safe and effective family violence responses as part of an integrated practice approach.
 - Modelling and supporting culturally safe, inclusive and responsive family violence practice.
 - Modelling integrated practice approaches and behaviours integral to ethical clinical practice, including accountability and responsibility for decision making.
 - Supporting professional development of practitioners in partnership with other practice leaders, Family Safety Victoria, CSOs, DHHS, Aboriginal services and other local workforce and training planning initiatives.
 - Contributing to reflective practice for The Orange Door team in particular in relation to family violence knowledge and expertise.

5. Liaising with and providing specialist or secondary consultation to organisations and services within The Orange Door network in order to discuss direct service issues and ensure ongoing safety of victim survivors.
6. Working collaboratively with the RAMP coordinators to support multi-agency responses to people referred for RAMP in The Orange Door network.
7. Supporting system and service improvement by:
 - Implementing systems and procedures to guide and improve specialist family violence practice, including risk assessment, risk management and planning.
 - Working in partnership with the Centre Manager, team leaders, and other CSO Managers where appropriate, to foster high quality service.
 - Fostering and facilitating family violence practice innovation.
 - Providing sound judgement and authoritative advice on risks, priorities, practice issues and opportunities for service improvements to The Orange Door team, and where relevant the Hub Manager and/or relevant Orange Door governance groups.
8. Building and maintaining positive relationships with key internal and external stakeholders to facilitate a partnership and integrated practice approach.
9. Participating in the monitoring and delivery of projects to respond to local specialist family violence practice needs, ensuring they are delivered in accordance with relevant legislation and government regulations and guidelines.
10. Managing stakeholders through effective negotiation and influence and harnessing this network to support clients and ensure effective Orange Door operations.
11. Keep accurate and complete records of your work activities in accordance with legislative requirements and the Victorian Government's records, information security and privacy policies and requirements.
12. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.

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 employees are:

- Expected to model CNV Core Values and ensure all workplace conduct aligns with these values and CNV'S Code of Conduct;
- Follow effective risk management practices, identify, assess, eliminate/control and monitor hazards and risks in the workplace and actively contribute to a safety culture;
- Drive a continuous improvement culture across the broader functions;
- 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 role practises 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 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.

COMPETENCIES

Team Work – 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;

Initiative – proactive and self-starting;

Flexibility – is adaptable, receptive to new ideas, responds and adjusts easily to changing work demands and circumstances, is not bound by old ways of doing things;

Drive and Commitment - is enthusiastic and committed, sets high standards of performance;

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;

Service Safety and Quality – contribute to the enhancement of quality practice and undertakes work efficiently, focusing on client satisfaction and maintaining service quality despite time constraints while striving to meet standard and safety requirements;

Detail Focus - undertakes finely detailed work in a precise and accurate manner;

Change Management – maintains a positive approach to change and adapts to new or different ways of working;

Self-confidence and resilience - believes in self to respond to tasks/situations, maintains performance under adverse conditions and accepts new challenges;

Accountability and integrity – accepts accountability for own actions and is honest and trustworthy;

Risk Management – contribute to the control of risks and hazards and maintains a safe work environment in accordance with CNV's risk management and OHS policies and procedures;

Judgement skills – Ability to display judgement in communications with managers, senior management, Committee of Management and external agencies;

Analytical skills - Utilisation of advanced analytical and planning skills in reaching decisions and proposing recommendations. Demonstrated analytical and conceptual skills;

Problem Solving - Capable of discussing and resolving specialist problems. Ability to develop options and resolution to problems;

Ability to manage tasks - Set priorities and achieve positive outcomes within agreed timelines;

Negotiation skills - Ability to negotiate on delivery of conflicting time critical tasks.

Interpersonal skills -The position requires the ability to gain cooperation and communicate with others. Written communication skills -prepare clear and accurate correspondence, and presentation of reports to management.

KEY SELECTION CRITERIA

Qualifications

Professional experience and relevant qualification(s) in social work, welfare, psychology or a related discipline is essential.

Knowledge and skills

1. Works collaboratively to drive cultural change: has a clear concept of the culture required to achieve integrated practice, and deliver effective, culturally safe and responsive services; designs and delivers innovative practices that enhance integrated practice and promotes quality practice standards; understands how to build and establish effective practice cultures, identifies change required, describes reasons for it and engages people who can deliver the change.
2. Expert knowledge and experience working in specialist family violence social services leadership roles: has established expertise and capability to lead and embed specialist family violence practice and perpetrator interventions across a multidisciplinary team; has demonstrated experience in applying risk assessment and risk management frameworks in a family violence context; has in-depth knowledge of the gendered nature of family violence, the drivers and causes of family violence and feminist, intersectionality and human rights frameworks pertaining to adults and children; knowledge and understanding of child development, attachment and trauma theories; has deep understanding of the role of the law and legal system in the context of responding to family violence and vulnerable children and families; has knowledge of practice working with women, children, families, victims and perpetrators of family violence; has experience working with Victoria's diverse communities.
3. Stakeholder partnerships: identifies issues in common for one or more stakeholders and uses these to build mutually beneficial partnerships; identifies and responds to stakeholder's underlying needs; uses understanding of the stakeholder's organisational context to ensure outcomes are achieved; find innovative solutions to resolve stakeholder issues.
4. Systems thinking: diagnoses trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.
5. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

Personal qualities

1. Relationship building: establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
2. Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
3. 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.
4. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates

and works well with the different working styles of others, encourages resolution of conflict within the group.

Specialist Expertise

1. A strong knowledge and understanding of the drivers/causes of family violence and child and family vulnerability, as well as the child and family services and/or broader social services sector and their fundamental practices and theories is required.
2. Demonstrated experience in leading family violence practice within complex service delivery contexts, particularly multi-disciplinary and multi-agency approaches to the provision of services to vulnerable children, families and diverse communities is required.

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 separately, 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.
- Current Resume.
- The names and contact details of three recent professional referees.
- Email your application to vacancies@cnv.org.au or apply via our website at <https://www.cnv.org.au/jobs>
- All application enquiries, please contact Karen Andrews (03) 5430 3000.

Applications close: Sunday 31st May 2020 at 4.00pm

Safety Screening and Mandatory Criteria

- 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.

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 jeopardize 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 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.

CNV has a zero tolerance of child abuse and our Code of Ethics enforces appropriate behaviour and expectations with children. A Child Safety Officer has been appointed and can answer questions or concerns in relation to child safety.

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 to all employees. Employees are expected to perform their 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.

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

RISK MANAGEMENT

Employees are required to follow all policies and procedures in relation to risk management.

Employees are expected to:

- 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.

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.
- Make use of any information gained through employment at CNV for any purpose other than the discharge of official duties.

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.

EQUAL OPPORTUNITY

CNV offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

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.