PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

ABOUT OUR ORGANISATION

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.

POSITION SUMMARY

Title:	Integrated Practice Worker
Classification:	Social, Community, Home Care and Disability Services Award 2010 CDW – Level 5. Pay point dependent upon experience.
Team/Unit:	Programs and Services
Work Location:	Office base is Bendigo. Some travel to Regional Offices may be required
Hours:	0.8 - 1.0 EFT (30.4 - 38 hours per week)
Contract:	On-going role
Salary Range:	Salary Range $84,016 to $87,826 annually. Hourly rate $42.52 to $44.45. 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.
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:	Team Leader

POSITION OBJECTIVE

Our Integrated Practice Worker will provide high quality, safe and effective responses to Victorian women and children seeking support and safety, whilst keeping the perpetrator in view, as part of two multi-disciplinary teams of practitioners delivering CNV's Programs and Services program and CNV's program at The Orange Door.

Each Integrated Practice Worker will work on a placement basis within the CNV Pall Mall Office and The Orange Door network. The placement/s through The Orange Door program will generally be 12-24 months in length. However, a rotation may be shorter or longer depending on organisational requirements at any given time.

The Orange Door will bring together different workforces and practices to create an integrated The Orange Door team and a consolidated intake point for the catchment area for family violence and child wellbeing services.

The Orange provides support for:

- women, children, young people and families experiencing family violence

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

- perpetrators of family violence
- families in need of support with the care, development and well-being of children.

The Orange Door Team will include a mix of staff employed by Family Safety Victoria and staff employed by Community Service Organisations including CNV, Aboriginal Services, Anglicare Victoria and DHHS Child Protection

Each Integrated Practice Worker will be required to stay up to date on MARAM Practice Framework, FVISS, CISS, Best Interest Practice Framework for vulnerable children and youth and the Safe and Together approach. These current and emerging evidenced based models of practice will provide and inform high quality and responsive programs incorporating high level assessment, planning and case management within the context of multidisciplinary and multi-agency service approach to service delivery, and will be expected to undertake training and development to support the performance of your duties at either site.

As the Orange Door is a new and emerging service with evolving systems and processes, Integrated Practice Workers will be actively involved in establishing, planning, developing, implementing, administering and evaluating the program. This includes developing and enhancing policies, processes and procedures.

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.

KEY RESPONSIBILITY AREAS

- Provide an integrated, coordinated and safety led response to individuals and families that prioritises: the safety, protection and wellbeing of children and young people; the safety and empowerment of women; and the responsibility and accountability of men who use violence in the family.
- Provide a response to women and their children experiencing family violence that includes risk assessment, safety and risk management planning, and engagement and coordination with other parts of the integrated family violence system, i.e. Police, Corrections Victoria, Child Protection, Family Services and Child First, housing services, etc., to ensure risk management strategies are in place, the perpetrator of the violence is kept in view, and women's and children's safety is at the centre.
- Operate with limited supervision within a collaborative practice model utilising multiple perspectives and under multiple practice models which are constantly evolving.
- Conduct risk assessments, develop safety plans and risk management plans in conjunction with clients using the Multiagency Risk Assessment and Management (MARAM) framework and within an Integrated Practice Framework
- Assess client suitability, eligibility and priority for brokerage and apply on the client's behalf to the relevant Practice Lead and in accordance with Brokerage Guidelines.
- Exercise own judgment and use own initiative to support the delivery of screening and triage, risk assessment, crisis responses, targeted interventions, service planning and coordinated referrals according to the Integrated Practice Framework, Operational Guidelines and relevant risk assessment frameworks.
- Actively assist in the development of systems, processes and evaluation tools in a developing, fast paced and changing environment.
- Actively support the successful development, implementation and ongoing enhancement of the HUB model in an evolving process of design and evaluation. This includes actively contribute to defining policy and establishing workflows within a new and multi-organisation site and may include providing progress reports on program activities and recommendations for improved practice.
- Engage with perpetrators to develop and plan interventions holding men to account for their choice of abusive behaviour and work towards increasing the safety for the family members.

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

- Undertake moderately complex projects as required, including planning, coordination and implementation.
- Plan, coordinate and administer the operation of a multi-functional service including financial programs for clients.
- Operate within the relevant legislative frameworks and policy guidelines and seek information from multiple sources to inform risk assessment, planning and case management functions.
- Establish and maintain working relationships with service providers and case managers.
- Attend regular training to ensure skills and knowledge are up-to-date and relevant as guided by the CNV Core training program, Orange Door requirements, supervisor assessment and a performance development plan/work plan.
- Undertake work across disciplines as required in the Orange Door and complete the required training and skill development to meet the expectations of the role.
- Support and mentor new or less experienced staff and actively add to a positive and cohesive team culture.
- Keep accurate and complete records of work activities in accordance with legislative and organisational requirements. This includes entering clear case notes into relevant and various Client Management Systems and contributing to data collection as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with applicable Work Health and Safety policies and procedures.
- Other duties as required and commensurate with the qualifications, skills and experience normally expected from persons occupying positions at this level.

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 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 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

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

COMPETENCIES

- Negotiating - Ability to negotiate skilfully in difficult situations with staff and the broader service system; to be both direct and diplomatic.
- 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 employees 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.
- Judgement and Decision Making - The work has well-defined objectives with the method, process or equipment used selected from a range of available alternatives. Guidance and advice is usually available within the time available to make a choice.

QUALIFICATIONS / REQUIREMENTS

- A relevant tertiary qualification in social work, psychology, community services and/or a related human services field. A Social Work degree is highly desirable.
- At least two years' experience in a family violence or related role.
- Broad knowledge and understanding of family violence including impacts on children and young people and young homeless women's issues in accordance with service philosophies.
- Extensive experience in providing case work to individuals and/or families experiencing complex needs and risk issues including a sound knowledge of referral pathways.

KEY SELECTION CRITERIA

1. Knowledge and understanding of family violence within a gendered, feminist structure and men's use of violence against women and its impact on children and adolescents and a demonstrated commitment to the rights and safety and empowerment of victims of family violence.
2. Extensive knowledge of family violence risk assessment and management frameworks.
3. Demonstrated understanding of, and a commitment to, Aboriginal cultural safety.
4. Demonstrated understanding of the varying needs of people who have a disability or come from a culturally and linguistically diverse background, LGBTIQ communities and other groups that may experience intersectional oppressions.

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

5. High-level organisational skills with the ability to independently organise one's work, set priorities and ensure adherence to service standards.
6. Demonstrated ability to work with limited supervision and exercise judgement and initiative in a fast paced and changing environment where practices and processes may not be clearly defined.
7. High-level communication skills (both oral and written) with the capacity to prepare reports, case notes and correspondence in a clear and concise language and the ability to assimilate information from varied sources.
8. Demonstrated ability to engage a wide cross section of the community including survivors and perpetrators of family violence.
9. Demonstrated information technology skills with the ability to accurately maintain electronic client files, ability to use a range of modern technology equipment, and adapt to new software and multiple platforms.
10. Sound interpersonal skills with a demonstrated ability to work in a professional manner with a wide range of clients and service providers, including working cooperatively in a multi-disciplinary team to enhance teamwork, support client's needs and their best interests.
11. Demonstrated ability to undertake and coordinate projects of moderate complexity that align with CNV's strategic vision.

APPLICATION PROCESS

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

- Covering letter.
- Key Selection Criteria (KSC) must be addressed:
    - 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.
    - To respond to the KSC you will need to address each criterion individually with a separate heading for each one, about a paragraph in size, summarising how your skills, qualifications, experience and personal attributes are relevant for that criteria. It is always best to support your claims with evidence and avoid using opinions/statements such as 'I have excellent communication skills'. We suggest using the 'STAR' approach –
        - S – Situation – A brief outline of the situation or setting. Who was involved? What was your role?
        - T – Task – What did you do? What happened next?
        - A – Approach/Action – How did you do it?
        - R – Result – What was the outcome? What feedback did you receive?
- Current Resume.
- The names and contact details of three professional referees, ideally one should be from your supervisor and from your most recent employer.
- All application enquiries, please contact Karen Andrews (03) 5430 3000.

Application close: 9am, Wednesday 5th May 2021

Apply directly from the website www.cnv.org.au or email vacancies@cnv.org.au

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

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; and
- Employee's must hold a valid driver's licence.

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.

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

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.

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:

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

- 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 behaviors such as harassment and bullying.

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.

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.

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 the Centre for Non-Violence Inc for any purpose other than the discharge of official duties.

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.

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

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

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency

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 co-ordinating 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.

PO Box 958, Bendigo
Victoria 3552
www.cnv.org.au
reception@cnv.org.au
ABN 12 974 015 985
A QIC & DHHS accredited agency