Position Description

Integrated Practice Worker

POSITION TITLE	Integrated Practice Worker
CLASSIFICATION	Social, Community, Home Care and Disability Services Award 2010 – Level 5. Pay point dependent upon experience.
SALARY RANGE	$86,082 – 90,013 annually. Hourly rate $43.56 to $45.55. 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.
CONDITIONS	Employee Bargaining Agreement A mobile phone and laptop will be provided Flexible Work Arrangements available
WORK LOCATION	Office based in Maryborough
HOURS OF WORK	Full time / Part-time – hours dependent upon on available funding Some out of hours work may be required.
DIRECT REPORTS	NIL
ACCOUNTABILITY	Team Leader

Position Purpose

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.

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 with in 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.

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The Orange Door

CNV is a partner in the Orange Door and this role could be located at the Orange Door.

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
- 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

Key Relationships

INTERNAL

- Leadership at CNV
- Staff at CNV

EXTERNAL

- Orange Door staff
- Sector organisations and stakeholders
- DFFH, FSV & other Government departments

Key Accountabilities

Key Result Area	Performance expectations
Client work	• 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. • 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. • Other duties as required and commensurate with the qualifications, skills and experience normally expected from persons occupying positions at this level.
Teamwork	• Support and mentor new or less experienced staff and actively add to a positive and cohesive team culture. • Establish and maintain working relationships with service providers and case managers.
Training	• 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. • 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.
Projects, Processes and Compliance	• 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. • 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. • 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.

	• 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. • Operate within the relevant legislative frameworks and policy guidelines and seek information from multiple sources to inform risk assessment, planning and case management functions.

Competencies

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.
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.
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 are usually available within the time available to make a choice.
Written Communication Skills	Prepare clear and accurate correspondence.

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Key Selection Criteria

Qualifications	• A relevant tertiary qualification in social work, psychology, community services and/or a related human services field. A Social Work degree is highly desirable.
Experience	• 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. • 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. • Extensive knowledge of family violence risk assessment and management frameworks. • Demonstrated understanding of, and a commitment to, Aboriginal cultural safety. • 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. • High-level organisational skills with the ability to independently organise one's work, set priorities and ensure adherence to service standards. • 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. • 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. • Demonstrated ability to engage a wide cross section of the community including survivors and perpetrators of family violence. • 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. • 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. • Demonstrated ability to undertake and coordinate projects of moderate complexity that align with CNV's strategic vision.

Other Requirements

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; and • Employee's must hold a valid driver's licence to drive CNV fleet vehicles. • All employee's must meet all of 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, victimisation, 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 behaviors 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 being 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. • 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.

Application Process

To apply for this role follow the process as outlined in the Application Process on the Careers page of our website www.cnv.org.au

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Application close: 9am, Monday 31st January 2022

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

Any enquiries can be directed to the People and Culture team on 03 5430 3000 or by email vacancies@cnv.org.au

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.