

SOUTHERN WOMEN'S DOMESTIC VIOLENCE COURT ADVOCACY SERVICE

Position Title:	SAFETY ACTION MEETING COORDINATOR, ALBURY LCP
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (38 hour week)
Classification:	Level 6, paypoint 1
Employer:	Womens Centre for Health and Wellbeing Albury Wodonga Inc
Responsible to:	Coordinator, SWDVCAS
Hours of work:	32 hours per week

This is a Fixed-term Contract to 30th June 2020.

Position Context

SWDVCAS is funded by Legal Aid NSW through Women's domestic Violence Court Advocacy Program; and its auspice Service Provider is the Women's Centre for Health and Well-being Albury-Wodonga Inc.

SWDVCAS has expanded to include the Deniliquin and Albury Local Coordination Points (LCPs) as part of the Safer Pathway Reform (2014). Our service provides safety planning, case coordination, information and advocacy for women and children who have experienced domestic violence and/or obtaining an Apprehended Domestic Violence Order. If victims are assessed at serious threat of further harm referral is made to a Safety Action Meeting held fortnightly in Albury and Deniliquin.

We are seeking to recruit to this Albury LCP position a Safety Action Meeting Coordinator. The position is accountable to the Coordinator, SWDVCAS. The next level is the CEO, Women's Centre.

The position is based at Farrer House, Level 1, 526 Swift Street, Albury and Outreach is required from time to time.

Position Summary

We are seeking a SAMs Coordinator with:

- High-level organisation, administrative and communication skills;
- Relevant experience in domestic violence, related field and /or program coordination;
- Completed post-secondary studies in social work, psychology, welfare, community social services, administration, communication or a related field.

This position is placed within a small specialist domestic violence advocacy team to provide clients with an effective and timely service, working from a human rights and feminist frameworks.

Responsibilities include:

- coordinating and monitoring fortnightly the Safety Action Meetings in Albury;
- providing secretariat support for the meetings;
- liaising with victims in relation to safety action plans developed at Safety Action Meetings and/or provide support as required;
- accepting Local Coordination Points automatic referrals from the Central Referral Point
- contacting clients to offer a service to our clients when required.

Being a woman as a genuine qualification for this position under Section 31 of the NSW Anti-Discrimination Act 1977. Women from diverse cultures, with diverse abilities and practising diverse lifestyles, are encouraged to apply.

Application Process

Please mark applications '*Private and Confidential*'.

Written applications should state the position title and include:

- How your knowledge, skills and experience relate to *all the selection criteria* to be considered for the position;
- Your resume, detailing for example your employment history (including a brief statement of duties), education history;
- Your current contact details;
- Contact details for 2 professional referees (at least one current).

Applications should be received by 5.00pm Friday 15th February 2019.

Please submit your application by:

Email: robyn.mortlock@womenscentre.org.au

The successful applicant will be expected to perform the duties specified in the Statement of Duties in accordance with the following: *WDVCAP Service Agreement (2015-2018, extended to June 2020)* and *Principles, Policies and Procedures (2015)*, and *Safety Action Meeting Practice Manual (2017)*; and the Women's Centre's *Statement of Professional Ethics, and Policies*.

For further information contact Robyn Mortlock, Coordinator, SWDVCAS by email (as above) or Phone mobile 0422 376 000

Please see over for information on the Position Description and Selection Criteria

SWDVCAS Position: Safety Action Meeting Coordinator (Albury LCP)

***Fixed-Term Contract 28th February 2019 to 30th June 2020; 32 hours per week
(NSW SCHCADS Award, level 6 ppt1)***

Position Description:

The Safety Action Meeting Coordinator (SAM Coordinator) is responsible to the Coordinator, Southern Women's Domestic Violence Court Advocacy Service (SWDVCAS) for the day to day management of the Albury Local Coordination Point (LCP) responsibilities; and when required the Deniliquin LCP. The SAM Coordinator works in partnership with our team members, including the Intake and Referral Officers and other SWDVCAS staff to provide clients with an effective, streamlined and timely service.

Duties

The SAM Coordinator exercises a degree of autonomy and provides high-level expert advice and reports directly to the Coordinator, SWDVCAS. The work includes but is not limited to, the following key duties:

- Engaging effectively with clients in crisis and provide appropriate, informed support;
- Coordinating and monitoring Safety Action Meetings (SAM) in the Albury LCP area; and where required Deniliquin LCP. This includes secretariat support (such as developing SAM agendas, recording agreed action, present Safety Action Plans and follow up with SAM members as required) to ensure a timely response to victims assessed as at serious threat;
- Complying with the SAM Practice Manual and the Domestic and Family Violence Information Sharing Protocol;
- Liaising with victims in relation to safety action plans discussed at SAMs and / or appropriate support provided, or arranged, by SWDVCAS;
- Under the general direction of the Coordinator SWDVCAS, undertaking a variety of tasks relating to the operation of the SWDVCAS, including proactively contacting women referred through the Central Referral Point to offer a Service;
- Ensuring timely feedback to the Central Referral Point about victims referred to the LCPs;
- Assisting SWDVCAS to comply with reporting and other requirements under the WDVCA Service Agreement, WDVCA Principles, Policies and Standards and other operational documents in relation to SWDVCAS responsibilities;
- Working with the Coordinator, SWDVCAS to develop and administer policies, systems and processes for the effective operation of SAMs;
- Developing and maintaining strong working relationships with key SWDVCAS partners in order to facilitate client's access to those agencies and services;
- Current clearance in relation to Working with Children or other relevant NSW Police Force checks
- Attending forums and training (such as WDVCA) and meetings where required.

This position requires the establishment and development of strong working relationships with:

- Small staff of SWDVCAS
- Women's Centre for Health and Wellbeing (our Service Provider)
- Women in our local communities
- Organisations, services and networks within the Murray Police District.

Selection Criteria

Essential knowledge and skills:

- Knowledge and understanding of the dynamics, complexities and legal and social consequences of domestic violence;
- Excellent networking, communication and interpersonal skills;
- Excellent high-level organisational, administrative, financial and program management skills;
- Knowledge and understanding of the needs and challenges faced by clients from diverse communities (such as: Rural, ATSI and Multicultural communities);
- Ability to develop and implement service delivery strategies aimed at ensuring the relevance, accessibility and responsiveness of SWDVCAS Local Coordination Point services to women and children experiencing domestic and family violence;
- Demonstrated ability to establish and maintain professional working relationships with key stakeholders and relevant agency personnel;
- Ability to deliver services in accordance with the SWDVCAS Service Agreement, WDVCA Principles, Policies and Standards and operational documents;
- Knowledge and understanding of the criminal justice response to domestic violence including Apprehended Domestic Violence Order (ADVO) applications and criminal prosecutions and related legal matters.
- Commitment to and understanding of human rights and feminist principles;
- Completed post-secondary studies in social work, psychology, welfare, community social services, administration, communications or similar;
- Minimum of 2 years' experience working in the domestic violence sector, related field and/or program coordination and management;
- NSW Driver's Licence;
- Ability to travel to Deniliquin as required.

Accountability:

The Safety Action Meeting Coordinator is accountable to the Coordinator, SWDVCAS.

The Coordinator, SWDVCAS provides advice and recommendations to the Women's Centre CEO in relation to SWDVCAS, Albury LCP and Safety Action Meeting operations.

SWVCAS is committed to the Women's Centre philosophy of supporting women through feminist action.

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The Women's Centre is the auspice Service Provider.*