ABOUT OUR ORGANISATION

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; a young women’s housing program for young women aged 15 to 25 who are pregnant and/or parenting and at risk or experiencing homelessness.

CNV also auspices the positions of the Loddon Campaspe Family Violence Regional Integration Coordinator and the Loddon Mallee Homelessness Network Coordinator.

CNV is active in violence prevention, community education and engagement activities and initiatives, including our multi-award-winning program “Solving the Jigsaw”, widely known for its work with schools and communities to eliminate bullying, violence and abuse, by building cultures of well-being with in schools and working with parents, teachers, children and young people.

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 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 DHHS (State) and QIC (National) Standards. Continuous quality improvement is an agency expectation.

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 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.

Work teams within the Client Services Division are called pods. Pods are small integrated teams of workers with representation of our various client programs including those supporting men, women and children. Pods work 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 including the auspice of the Family Violence Regional Integration Co-ordination program; the Loddon Mallee Homelessness Network including the regional Children’s Resource Worker program; and our Solving the Jigsaw program.

Solving the Jigsaw reaches school communities through nationally accredited training and the delivery of long-term classroom based programs in schools. Solving The Jigsaw aims to change the culture of violence and bullying in the community.

Our **Operations** Division is responsible for all of 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.

**Vision Statement**
Gender and social equality in a violence free world.

**Statement of Purpose**
CNV Inc. 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. 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
POSITION DESCRIPTION

POSITION SUMMARY

Title: Specialist Family Violence Advisor

Classification: Social and Community Services Award (SACS Award) Social Worker Class II. Translates to Social, Community, Home Care and Disability Services Award 2010 – Level 5 to Level 6 range, and pay point dependent upon qualifications and experience.

Team/Unit: Client Services program

Work Location: Office base is Bendigo.

Hours/Contract: Full time (38.0 hrs per week)

Contract: 12 month contract

Salary Range: Salary Range $70,405 to $78,289 annually (pro rata). Hourly rate $35.63 to $39.62. 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.

Normal hours of work are between 9am and 5.06pm Monday to Friday.

Travel: Travel may be required throughout the Loddon region and to Melbourne.

POSITION DETAILS

Position Purpose

This Specialist Family Violence Advisor – Capacity Building Pilot Program has been developed to contribute towards the recommendations of the Royal Commission into Family Violence. These recommendations require the establishment of specialist family violence advisors within Specialist Family Violence agencies to engage with the Mental Health and Alcohol and Other Drugs (AOD) services and sectors to enhance the collaboration between the three sectors and build capacity within the Mental Health and AOD sectors.
The Advisor role is part of a one-year Capacity Building Pilot Program establishing an Advisor in each of the 17 catchments around Victoria. The Advisors will encourage joint practice and collaboration across the three sectors to help provide an enhanced response to family violence. In doing so, Advisors will promote the benefits of a catchment-wide understanding and collaborative response to family violence. The 2nd stage of the project will involve the placement of specialist family violence advisors within mental health and AOD agencies.

The system development and capacity building work in Stage 1 of the project will set the foundations and provide a critical resource for a further 34 Specialist Family Violence Advisors who will be embedded in the MH and AoD sectors, commencing from mid-2018.

This Program will be supported by a Statewide Program Coordinator and a Community of Practice.

Program Objectives

Advisors employed in this Program will work toward the following outcomes in their catchment:

- Strengthen networks and collaborations between agencies and across the three sectors.
- Enhance referral pathways across sectors to provide a more integrated and collaborative health and human service system response to family violence.
- Increase capacity within the mental health and alcohol and other drugs sector in recognising and responding to family violence
- Support and increase in the quality and consistency of service responses to victims and perpetrators of family violence
- Increase the capacity within the family violence sector to identify and respond to alcohol, drug and mental health issues

Key program activities

Agency level collaboration

- Engagement between family violence, mental health and alcohol and other drug services at a catchment level

Professional capacity and capability

- Identify and promote formal family violence training that builds confidence and competency in the identification, assessment and response to family violence
- Provide advice regarding family violence reforms that impact on policy and procedure in mental health services and alcohol and drug agencies
- Promote the use of a family violence risk assessment framework

System Integration

- Establish a process for joint planning between family violence agencies, mental health services and alcohol and drug agencies
- Strengthen referral pathways and secondary consultations

Key Duties

Advisors will work to the statewide Program Framework and will be expected to undertake the following duties within the catchment:

- Undertake the key program activities listed above
• Work within the structure provided by the Program Framework including ability to adapt and apply the statewide Framework for local needs
• Attendance and engagement in the Program induction and ongoing training (including in-depth orientation to mental health and drug and alcohol service delivery)
• Participation and engagement in the Program’s Community of Practice
• Identification of current MH and AoD agency policies, processes and practices including in response to family violence to understand the landscape and identify opportunities for change, contributing to updates where possible
• Exploring opportunities for practice enhancement to include a more fulsome response to family violence for workers in AoD and MH agencies
• Identification of existing networks, collaborations examples of shared casework and identification of gaps, issues and systemic barriers
• Clarification of existing referral pathways and other connections across the three sectors
• Contribution to maintenance of existing networks and establishment of new networks across the three sectors
• Work with major AoD and MH agencies to understand awareness levels around FV identification and responses in their clients
• Maintain awareness of reforms in the family violence sector that impact on the three sectors, including the Support and Safety Hubs, the Central Information Point, the redevelopment of the CRAF and legislative reform
• Fulfilment of auspice agency requirements as an employee including understanding agency strategic direction and duties including record keeping, occupational health and safety and clinical supervision
• Fulfilment of other Program requirements in accordance with the Framework such as record keeping, reporting and evaluation as required
• Make recommendations to effectively resolve problems or issues, by using judgement that is consistent with CNV’s values, standards, frameworks, practices, policies and procedures.
• Support and participate in the organisation’s continuous quality improvement process.
• In some situations, the direct provision of FV expertise to MH and AoD staff including creation of opportunities to share FV expertise with workers in these sectors and establishment of pathways between agencies.

Core Capabilities
• Interest in working within a health-based context to build the capacity of the AoD and MH sectors to recognise and respond to family violence
• Understanding of the evidence on the gendered nature of FV, and the nature, dynamics and impact of FV
• Understanding of the complexities and occurrence of FV across a broad range of familial relationships including for children, same-sex relationships, grandparents and carers
• Ability to operate at an agency, inter-agency and cross-agency level
• The capacity to support systems integration and development
• Ability to recognise and respond to FV in both perpetrators and victim survivor cohorts
- Resilience as a senior worker, including ability to manage stressful situations and work within a new pilot program in the context of significant sector reform
- Work with colleagues across health sectors whose background, expertise, training and approach to practice may be distinct from family violence approaches
- Other capabilities as identified in the Program Framework

**Specific Competencies**

The following competencies are deemed critical for this role:

- **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;

- **Communication** – uses a respectful and welcoming manner when people access the service. Ability to produce a range of correspondence, providing clear information and using appropriate language;

- **Interpersonal Skills** - builds rapport with others in order to understand issues and suggest courses of action appropriate to their needs;

- **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, and;

- **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.
Key Selection Criteria

Essential

2. Extensive experience in the specialist family violence services for victim-survivors of family violence, including adults and children including working knowledge of the CRAF.
3. In-depth knowledge of the landscape of family violence and other health and human services in the catchment.
4. Capacity to develop partnerships and identify opportunities for systems integration.
5. Demonstrated knowledge of driving organisational change, service development and/or working across sector boundaries (or similar)
6. Understanding of historical and contemporary issues that affect Aboriginal and Torres Strait Islander people in Australian society around health and family violence, and capacity to work in a culturally informed and respectful manner.
7. Working understanding of relevant legislation and how it impacts on family violence and, including but not limited to the Family Violence Protection Act 2008; Children, Youth and Families Act 2005; Privacy and Data Protection Act 2014; Health Records Act 2001, the CRAF and Victoria Police Code of Practice and an understanding of current family violence reform
8. Values / Attitudes pertaining to Social/Feminist Frameworks including:
   • A demonstrated understanding of feminist practice and its application in responding to the gendered nature of violence against women and its impact on children / adolescents;
   • A demonstrated commitment and ability to work with women and children who are experiencing family violence in a respectful, empowering way;
   • An understanding of children and young people’s rights.
9. Driver’s licence in order to fulfil the colocation requirements of the role.

Desirable

• Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

Mandatory Criteria

• A valid Victorian driver’s license.
• 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 National Police history check prior to commencement of employment.
• All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process.

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;
- 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 Yvette Jaczina (03) 5430 3000.

APPLICATIONS

Closing date:
Email applications to: Tuesday 28 November 2017 at 5.00pm
vacancies@cnv.org.au

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.......................................

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 record 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 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 for all employees. All employees are required to undertake their employment with due regard to personal safety and that of co-workers and the general 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, General Manager – Operations or the relevant Supervisor/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.