SECTION 1

1.1 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 Co-ordinator 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.

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.
SECTION 2.1  POSITION DESCRIPTION

Title:  Men’s Behaviour Change Worker

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

Salary/Conditions:  Salary Range $68,705 to $72,163 pro rata. Hourly rate $34.77 to $36.52. Salary and conditions of employment are as per the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the CNV Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office.

Length of contract:  Contract to June 2019

Team/Unit:  Client Services

Work Location:  Office in Central Bendigo (support work within region required)

Hours of Work:  Part-time, 30.4 hours (0.8EFT). Hours include daytime hours or group facilitation after hours on a weekday evening. Annual leave will be negotiated taking into consideration the program requirements.

Accountability:  Senior Manager, Therapeutic Services
2.2 POSITION DETAILS

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.

Work teams within the Client Services Division are called teams. Teams 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; 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.

This position offers an opportunity to work with a respected community organisation and its skilled teams, to develop new skills, to participate in professional development and community education in several vital fields (family violence and homelessness), and to work across collaborative partnerships.

PositionObjective

The purpose of the Client Services – Men’s Behaviour Change Worker is to:

- Work as part of an integrated family violence team that provides a coordinated, safety led response to individuals and families that prioritises:
  1. The safety, protection and wellbeing of children and young people;
  2. The safety and empowerment of victims (primarily women); and
  3. The responsibility and accountability of those using violence in the family (primarily men).
2.3 KEY RESPONSIBILITIES

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<th>Key Result area</th>
<th>Major activities</th>
<th>Performance Measures</th>
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| 1. Provide an integrated and coordinated response to men who use violence towards family members. | a) Perform intake and response functions.  
  b) Conduct comprehensive risk assessments of men who use violence towards family members.  
  c) Conduct partner/family member contact of men engaged in the men’s programs. | Files, supervision and feedback from clients demonstrate:  
  • Risk Assessments are completed accurately, professionally, monitored and recorded in accordance with CNV practice guidelines;  
  • Engagement with clients;  
  • Case plans are developed in conjunction with clients & reviewed regularly. |
| 2. Deliver group programs to men who use violence towards family members utilizing CNV group curriculum and materials. | **MBC Group Facilitation** refers to the co-facilitation of men's behaviour change groups, delivering approved CNV curriculum and content to approximately 12 group participants.  
  Liaison with CNV client services staff/pods to feedback any follow up or recommendations post group. | Facilitation is carried out according to No To Violence (NTV) and other applicable standards of practice.  
  Positive feedback from supervisors, observers and co-facilitators.  
  Adherence to CNV MBC curriculum and philosophical content. |
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<th>Group Facilitation will be provided from CNV offices - or other outreach locations as advised - after hours on weekday evenings</th>
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<tr>
<td>3. Engage in professional and peer supervision as required by NTV standards and CNV requirements, and other planning and support meetings as negotiated.</td>
<td>Other Planning/Review meetings refers to any other meetings including facilitator meetings, peer supervision, client review meetings or other meetings for administrative or service delivery requirements. Activities are carried out as evidenced by meeting minutes and supervision records.</td>
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<td>4. Maintain accurate records and complete data as required by the agency, Department of Health and Human Services (DHHS) and Corrections Victoria</td>
<td>If required, completing data systems records of all clients including case notes. All data is entered according to CNV practice guidelines. Up to date, accurate case notes.</td>
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<td>5. CNV Code of Ethics &amp; NTV and other professional standards.</td>
<td>Adhere to CNV Code of Ethics, relevant professional standards such as NTV, DHHS etc. Core values are reflected in decision making and everyday behaviour in professional relationships and direct services.</td>
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**Key Challenges**

- Responding to competing complex work demands
- Self-care – work life balance
2.4 KEY COMPETENCIES

The following are deemed critical for this role:

- **Supports productive working relationships** - A high level of initiative, integrity, tact, and discretion in dealing with sensitive and confidential matters, possession of a professional work ethic, flexibility and adaptability to change in the work environment, and a high degree of motivation, with a capacity for sustained, quality output;

- **Communicates with influence** - Proven ability to effectively communicate, verbally and in writing, for all purposes relevant to the role, including the ability to interact, liaise and consult with internal and external stakeholders and members of the public;

- **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;

- **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.

- **Service Safety and Quality** — contribute to the enhancement of quality practice and undertakes work efficiently, focusing on client satisfaction and maintaining service quality and safety.

2.5 KEY SELECTION CRITERIA

1. Qualifications consistent with a Level 3 Men’s Behaviour Change Facilitator, namely a tertiary qualification in social work or psychology, plus extensive MBC group facilitation experience (100+ hours) and at least 3 years counselling experience; or, the Graduate Certificate of Social Science (Male Family Violence - Groupwork Facilitation);
2. Qualifications consistent with a Level 2 Men’s Behaviour Change Facilitator, namely, 80+ hours of relevant group facilitation and a tertiary qualification in social work or psychology.

3. Experience in providing case work to individuals and/or families accessing services within the community or health or education service sector

4. Knowledge and understanding of family violence and men’s use of violence in accordance with service philosophies.

5. An understanding of and support for the feminist philosophy of CNV Inc. and the social context of women’s lives.

6. Well-developed organisational skills with the ability to effectively and independently organise one’s workload, set priorities, ensure adherence to service standards and established guidelines.

7. Well developed communication (both oral and written) skills 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. Well developed information technology skills including ability to enter data, maintain electronic client files, use a range of modern technology equipment.

9. Well developed interpersonal skills with the capacity to liaise effectively with a wider range of clients and service providers including the ability to work cooperatively as a member of a team. Have a demonstrated ability to work in a professional manner conducive to effective team development.

APPLICATION PROCESS

HOW TO APPLY

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.

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 licence.

For further enquiries related to the position phone Cate Maloney on (03) 5430 3000.

CLOSING DATE: Tuesday 28th November 2017 at 5pm

Email to: vacancies@cnv.org.au

Mark envelope: Private and Confidential

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 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 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, Operations Manager or the relevant 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 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.

**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.