
Employment Package

We are seeking a suitable applicant for the position of:

Women and Childrens Advocate - Men's Behaviour Change Program (Engage2Change)

Accountable to: Executive Officer - Management Committee - Mid North Coast Consortium (MNCC)

Direct Supervisor: Executive Officer

Award: Social, Community, Home Care and Disability Services Industry Award 2010

Classification: As per contract of employment

Hours of work: 28 hours per week

Position Context:

Kempsey Families Inc. (KF Inc.) is a not-for-profit organisation providing a range of specialist services for women, children, young people, families /caregivers and men. www.kempseyfamilies.org.au

Kempsey Families Inc. is the lead organisation for Engage2Change (E2C) the Mid North Coast Men's Behaviour Change Program (MBCP). The Program is in partnership with Warrina Domestic and Family Violence Specialist Services and Port Macquarie Hastings Domestic and Family Violence Specialist Service, known as the Mid North Coast Constortium (MNCC).

About the Position

Men's Behaviour Change Programs are currently the main type of service available for men who use violence. Men's Behaviour Change programs support men who have used abusive and controlling behaviours towards their partners or family members to change their behaviour and seek to build healthy and respectful relationships.

While details of these programs vary from one organisation to the next, there are common components and Practice Standards for Domestic Violence Behaviour Change which all programs must meet.

The Men's Behaviour Change program will be delivered in Kempsey, Nambucca Valley, Coffs Harbour and Port Macquarie where it is known as Engage2Change.

The Women and Childrens Advocate will work closely with the E2C team and offer support to women and children whose partner or ex partner is engaged with E2C across the Macleay and Nambucca Valleys

Kempsey Families Inc. is an Equal Opportunity Employer and ATSI and CALD applicants are strongly encouraged to apply.

- Salary and Conditions in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010. (SCHADS)
- Grade will be based on skills, qualifications and experience.
- Under the Child Protection (Working with Children) Act 2012 it is a requirement prior to employment to hold a valid Working With Children Check.
- A written application is required and MUST address ALL of the essential and desirable criteria.

Womens and Childrens Advocate - Men's Behaviour Change Program (Engage2Change)

Key Responsibilities

- Engage with, validate and provide support to partners or ex partners (and their children) of the men who seek to engage in the MBC (E2C) group sessions
- Provide women with information regarding risks and the limitations of the MBC (E2C) program.
- Conduct ongoing risk assessments and risk management with women being supported by the program
- Assist women in the development of a safety action plan as required.
- Be guided by and comply with the NSW MBC Practice Standards and ensure they are achieved in relation to the support for women and their children
- Regularly communicate with the Engage2Change team and Consortia Management on matters including quality assurance and program outcomes
- Promote continuous improvement through development and adoption of Mens Behaviour Change best practice
- Represent Kempsey Families Inc. and MNCC at relevant forums and conferences

Essential Criteria

- Relevant tertiary qualification and/or three years minimum experience with significant working experience in domestic and family violence field (DFV)
- A demonstrated understanding of the effects of violence and trauma on women and their children and experience in responding within a trauma informed framework
- Strong skills and a proven track record with the ability to develop effective working relationships with women and children, government and non-government agencies, external stakeholders and other staff.
- Significant experience as a domestic and family violence practitioner.
- A pro-feminist approach to understanding and working with domestic and family violence and a demonstrated understanding of the social and gendered context of domestic and family violence and the impacts on women and children
- Excellent interpersonal and communication skills, including the ability to negotiate and collaborate with a range of stakeholders
- Demonstrated time management, risk and safety assessments skills and mitigation strategies.
- Ability to demonstrate culturally sensitive practice in relation to domestic and family violence.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self care strategies.
- Ability to manage casework including clearly assigning responsibility for tasks and decisions, setting clear objectives and measures, monitoring process, progress and results.
- Highly developed administrative and organisational skills with a willingness to maintain a comprehensive knowledge of studies, trends and training in the DFV sector .
- Demonstrated experience and application of intermediate computer skills including Excel, Microsoft and data gathering and evaluation
- Current Working with Children Check and current Criminal Record Check
- Current NSW drivers licence

Desirable

- Ability to work independently as well as part of a team
- An understanding of the theory and practice as it relates to working with men who use violence against women and children
- Demonstrated knowledge of the Mid North Coast
- First Aid Certificate
- Knowledge of the Practice Standards for Domestic Violence MBC Programs(NSW)

Women and Childrens Advocate - Men's Behaviour Change Program (Engage2Change)

Position Description

Core Responsibilities

- Apply a demonstrated coordinated approach to the specific requirements of the Women and Children's Advocate (W&CA) within the MBC Program.
- Ability to review, monitor and respond to the disciplines required for the sound coordination of the W&CA role
- Participate in the MBC pre and post -group sessions as advised.
- Liaise with the Intake Assessment and Facilitation (IAF) worker to ensure sound practices and procedures inform the intake ,assessment and feedback mechanisms.
- Participate with the MBC team including the Executive Officer to assess risk, safety planning and management of identified risk
- Maintain comprehensive , accurate and up to date client files including consent forms and data
- Liaison with relevant agencies and services to promote the MBC Program and to ensure ongoing referral linkages and pathways are strengthened particularly with the Justice system and DFV sector across the MNC.
- Identify ,develop and maintain networks and partnerships with key stakeholders and deliver community education activities
- With the E2C team, work to maintain a quality program informed by the NSW Practice Standards for MBC
- Maintain a proactive focus and timely response to ensure the safety of women and children as a key component of the role
- Provide all the reporting requirements including data to the Executive Officer of Kempsey Families for dissemination to the involved parties of the program in consultation with the MBC team
- Alignment with the core philosophy of the Organisation and gendered analysis of domestic violence
- Maintain regular Supervision with an accredited supervisor in consultation with Executive Officer

Client Focus

- Liase with the IAF worker to assess women and childrens risks ,needs, referrals and complete any follow up client intake assessments in a timely fashion. Ensure risk assessments are performed for each client and reviewed during the support period
- Engage with clients in a trauma informed framework.
- Ensure documentation for intakes with clients during assessments are developed, monitored and updated for each client on a regular basis
- Implement safety planning and personal strategies including provision for escalation , change, risk to self or others
- Ensure any Child Protection concern or disclosures are reported as soon as possible (and where appropriate with the parents/care-givers participation)
- Promote honesty, independence, reflection and self - determination for clients. Encourage creative problem solving and conflict resolutions skills at every opportunity
- Engage with clients in a strength-based and narrative framework.
- Liaise cooperatively and collaboratively with other service providers to improve outcomes for clients and advocate on behalf of clients as appropriate
- Develop and maintain referral pathways and protocols

Coordinator - Men's Behaviour Change Program (Engage2Change)

Community Development

- Identify, develop and maintain networks (formal or informal partnership agreements) with key government and non-government organisations including;
 - Women's Domestic and Family Violence Specialist Services
 - Kemspey families Inc.
 - Lifetime Connect
 - MBC Network
 - NSW Police in Local Area Command
 - Local Courts including Magistrates
 - Women's Domestic Violence Court Advocacy Service
 - Housing NSW
 - Temporary and Crisis Accommodation providers
 - Local Health and their internal support services
 - Family and Community Services
 - Education
 - Safety Action meetings (SAM)
 - Corrections
 - Probation and Parole
 - Solicitors and Legal Aid
 - Other networks as identified
- Deliver community education and engagement activities that support pathways for clients with complex needs and raise awareness of the impact of domestic and or family violence in the community.
- Identify partnership opportunities and facilitate collaborative and innovative partnerships with other sector stakeholders to maximise outcomes for women and children
- Collaborate with sector stakeholders to create positive change for women and children
- Represent the program/service at relevant meetings, forums and seminars as requested by the Executive Officer

Office Administration

- Utilise data and record keeping systems efficiently, accurately and in a timely manner in consultation with ICT staff
- Attend to incoming correspondence/emails promptly
- Utilise expenditure processes in accordance with organisational financial policies.
- Submit accounts and other financial applications for payment to the Finance Manager in a timely and correct manner in consultation with Finance Manager and Executive Officer.

Women and Children's Advocate - Men's Behaviour Change Program (Engage2Change)

General Responsibilities

- Maintain and understanding of relevant legislation, funding guidelines and policies, including those related to domestic and family violence, child protection and privacy. Maintain knowledge with current policies, guidelines, research and other resources as they relate to the Program/service.
- Comply and stay up to date with organisational policies and procedures
- Prioritise workload and meet deadlines
- Monitor and actively manage work and personal stress to promote personal well-being within the workplace
- Proactively engage in supervision (internal and external) and performance appraisal process
- Participate in staff meetings and staff development activities
- Reporting to the agreed reporting structures and stakeholders on the programs progress as directed.
- Other duties as directed and consistent with the position, as required by the Executive Officer.

Key Accountabilities

- Demonstrated skills in day to day program coordination, case management, advocacy and community development.
- Demonstrate self-direction, initiative and confidence with a high degree of motivation.
- Model professional boundaries and ethical standards in interactions with clients, staff and the wider organisation and community
- Engage with women from all the diverse backgrounds and their communities
- Accountability; guided by a framework of a willingness to challenge and be challenged

Organisational Relationships

- Kempsey Families Inc- Specialist Support Services - Management Committee
- Executive Officer of Kempsey Families Inc
- Mid North Coast Consortium
- Men's Behaviour Change(E2C) team across the MNC
- Other staff of Kempsey Families Inc.

Other Relationships

- Clients of Engage2Change- Men's Behaviour Change
- NSW MBC Network
- Other service providers and agencies
- Funding Body – Office of Women NSW

Physical Demands and the Work Environment

- Due to the nature of the service, there is an inherent risk of exposure to violence in the work role. Organisational policies and procedures are in place to manage the risk to workers and clients
- The position requires travel between the main office and other locations on a frequent basis as a normal component of the role.

Women and Childrens Advocate - Men's Behaviour Change Program (Engage2Change)

Application Form

PERSONAL DETAILS

Surname: _____ Given Names: _____

Residential Address: _____

_____ Postcode: _____

Phone (M) _____ (H) _____ (W) _____

Do you have any worker's compensation claim in progress? Yes No
Do you have a current Working with Children Check? Yes No
Do you hold a current Criminal Record Check Yes No
Do you have a current Driver's Licence? Yes No

Signature: _____ Date: _____

Please attach the following information to help us with your application:

1. State how you meet both the essential and desirable criteria.
2. A copy of your resume detailing;
 - Education/Training
 - Previous employment
 - Details of two referees including email and telephone contact details. At least one of these contacts should be a recent supervisor or employer.
3. Closing date is **11th October 2018 at 3pm**
4. No late applications will be considered
5. Interviews to be held for successful applicants week commencing **15th October 2018.**

Please send your completed application to;

June Wilson
Executive Officer
Kempsey Families Inc. Specialist Support Services
PO Box 420
Kempsey NSW 2440

Email: exec@kempseyfamilies.org.au