

Employment Package

Women and Children's Advocate - Men's Behaviour Change Programs

Accountable to: Men's Behaviour Change Program Coordinator - Chief Executive Officer - Management Committee

Direct Supervisor: MBCP Coordinator

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

Classification: As per contract of employment

Hours of work: 21-30 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. Information can be accessed via the KFI website: www.kempseyfamilies.org.au

About the Position.

Men's behaviour change programs (MBCP) are available for men who have used violence in a previous or current intimate partner relationship. The MBCP's offer support through intensive case management and or group participation for men who have used abusive and controlling behaviours towards their partners, or family members and are seeking to change their behaviour, building healthy and respectful relationships.

The men's programs are currently delivered in Kempsey and Nambucca Valley and are known as Engage2Change (E2C) and Intensive Case Management (ICM)

The Women and Children's Advocate' (WCA) will work closely within the E2C and ICM teams offering support to women and children, whose partner or ex-partner is engaged with E2C and / or ICM across the Macleay and Nambucca Valleys.

Kempsey Families Inc. is an Equal Opportunity Employer and ATSI, CALD and Diverse 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 current Police Check is required.
- Current COVID -19 vaccination certification or medical exemption.
- A written application is required and MUST address ALL the essential and desirable criteria.

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Key Responsibilities;

- Engage with, to validate and provide support, to partners or ex-partners (and their children), of the men who seek to engage in the men's programs
- Provide women with information regarding risks, and the limitations of the men's 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 to ensure they are achieved in relation to the support provided for women, and their children.
- Regularly communicate as part of the men's team, on matters including quality assurance, and program outcomes.
- Represent Kempsey Families Inc. at relevant forums, interagency's and conferences as required.

Essential Criteria;

- Relevant tertiary qualification, and / or three years minimum experience, with significant working experience in the domestic and family violence (DFV) sector.
- 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 history, with the ability to develop effective working relationships with women and children, government and non-government agencies, external stakeholders, and Kempsey Families staff.
- 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 the ability to monitor own stress levels, with practising and promoting self-care strategies.
- Ability to manage casework, including clear assigned responsibility for set tasks, and decisions, with demonstration of setting clear objectives and measures, monitoring processes, progress, and results.

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Essential Criteria continued:

- Advanced administrative, and organisational skills, with a willingness to maintain a comprehensive knowledge of current research, trends, and training in the DFV sector.
- Demonstrated experience, and application of intermediate computer skills, including Excel, Microsoft, one drive, and data gathering and evaluation.
- Current Working with Children Check, and current Criminal Record Check.
- Current NSW drivers' licence
- Current Covid -19 vaccination certification or medical exemption.

Desirable criteria;

- 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 community service sector.
- First Aid certificate.
- Knowledge of the Practice Standards for domestic violence, MBC programs NSW.

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Position Description

Core Responsibilities;

- Apply a demonstrated coordinated approach, to the specific requirements of the WCA, within the MBC program.
- Ability to review, monitor, and respond to the disciplines required, for the sound coordination of the WCA role.
- Participate in the men's program pre, and post -group sessions. Participate in required related sessions and team meetings.
- Consult with the Intake Assessment and Facilitation (IAF) workers, and coordinator, to ensure sound practices and procedures inform the intake, assessment, and feedback mechanisms.
- Collaborate with the team, including weekly consultations to assess risk, safety planning, and management of identified risks.
- Maintain comprehensive, accurate, and up to date client files, including consent forms, and data to Insightly and Infoshare.
- Liaison with relevant agencies and services, to promote the programs, and to ensure ongoing referral linkages and pathways remain strengthened, particularly within the justice system, and DFV sector across the lower MNC.
- Identify, develop, and maintain networks, and partnerships with key stakeholders, and deliver community education activities.
- As part of the team, work to maintain a quality program, informed by the NSW Practice Standards and the RSSF for Men's Behaviour Change Programs.
- Maintain a proactive focus and timely response to ensure the safety of women and children, as a key component of the role.
- Fulfill reporting requirements, including required data to the coordinator, for dissemination to the involved parties of the program, in consultation with the team.
- Alignment with the core philosophy of the organisation, and gendered analysis of domestic violence.
- Maintain regular internal supervision and seek an accredited clinical supervisor upon application to Chief Executive Officer, in consultation with the MBCP coordinator.

Client Focus.

- Liaise with the IAF workers to assess the risk for women and children, identifying needs, referral pathways, and complete any follow up on client intake assessments, in a timely fashion. Ensure risk assessments are performed for each client, reviewed, and evaluated, during the support period.
- Engage with clients through a demonstrated trauma informed framework.
- Ensure documentation for the client intake process during assessments, are developed, monitored, and updated for each client, and on a regular basis.
- Implement safety planning and personal strategies, including provision for escalation, change, risk to self, and/or others.
- Ensure any child protection concerns, or disclosures, are reported as soon as possible, (and where appropriate with the parents/care-givers participation) and documented accordingly.
- 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 and when appropriate.
- Develop and maintain referral pathways and protocols.

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Community Development.

- Identify, develop, and maintain networks (formal or informal partnership agreements), with key government and non-government organisations including:
 - Kempsey Families Inc. programs
 - Women's Domestic and Family Violence Specialist Services
 - MBCP Network
 - NSW Police, Local Area Command
 - Local Courts including Magistrates
 - Women's Domestic Violence Court Advocacy Service
 - Community Housing Ltd.
 - Temporary and crisis accommodation providers
 - Local NSW Health, and associated internal support services
 - Department of Community and Justice
 - NSW Education
 - Safety Action Meetings
 - Community Corrections
 - Probation and Parole
 - Lifetime Connect- Macksville
 - 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 safe 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 KF Inc. Chief Executive Officer and / or MBCP Coordinator.

Office Administration;

- Use data and record keeping systems efficiently, accurately, and in a timely manner, in consultation with KFI MBCP Coordinator and ICT.
- Address incoming correspondence/emails promptly and provide timely responses.
- Use expenditure processes in accordance with KFI organisational financial policies.
- Submit accounts, and other financial applications for payment to the KF Inc. Chief Financial Officer, in a timely and correct manner, in consultation with both KFI CFO and MBCP Coordinator.

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General Responsibilities

- Maintain an 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 the KFI organisational policies, and procedures.
- Prioritise workload to be able to 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 processes.
- Participate in staff meetings, and staff development activities when required.
- Report to the agreed reporting structures, and stakeholders on the programs progress, as directed.
- Other duties as directed, and consistent within the position, and as required by the program coordinator, or the CEO.

Key Accountabilities

- Demonstrated skills in day-to-day program coordination, casework, and case coordination, advocacy, and community development.
- Demonstrate self - direction, initiative, and confidence with a displayed 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 diverse backgrounds, and their communities.
- Accountability: guided by a framework of a willingness to challenge and be challenged.

Organisational Relationships

- Men's Behaviour Change Program Coordinator
- Chief Executive Officer
- Chief Financial Officer
- Kempsey Families Inc - Management Committee
- Staff at Kempsey Families Inc.

Other Relationships

- Clients of MBCP
- NSW MBCP Network
- No to Violence
- Other service providers, and agencies
- Funding Body – Department of Communities and Justice

Physical Demands and the Work Environment

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

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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 Police Check Yes No

Do you have a current Driver's Licence? Yes No

Do you have current Covid -19 vaccination certification or medical exemption 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: No close date, apply as soon as possible.
4. Interviews will be held for successful applicant's: **TBC**.

Please send your completed application to.

June Wilson
Chief Executive Officer
Kempsey Families Inc.
Email: ceo@kempseyfamilies.org.au