POSITION DESCRIPTION
D&FV Practice Specialist– Family and Child Connect Ipswich

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<tr>
<th>SERVICE STREAM</th>
<th>Family and Child Connect Service Ipswich</th>
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<tr>
<td>LOCATION</td>
<td>Greater Ipswich Region</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Classification: Queensland Community Services And Crisis Assistance Award - State 2008 Level 5.1 – 5.3</td>
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<td>Salary: $35.51- $37.32 (hourly rate) or $69,244.50-$72,774 pro rata per annum. Generous Salary Sacrifice package and other additional benefits.</td>
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<td>REPORTING RELATIONSHIP/S</td>
<td>FaCC Manager and DVAC Operations Manager</td>
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OUR PURPOSE AND VALUES

The Family and Child Connect Service (FaCC) in Ipswich is a new community-based intake and referral service that has been formed as a partnership between Kummara, Mercy Community Services, The Domestic Violence Action Centre and the Ipswich Independent Youth Service to provide an additional pathway for referring concerns about children and their families. Families who are at risk of entering or re-entering the child protection system can be referred to Family and Child Connect. Part of the Stronger Families reform program, Family and Child Connect provides information and advice to people seeking assistance for children and families where there are concerns about their wellbeing. Families who find themselves in need of support can also contact Family and Child Connect for help. The service is designed to support vulnerable families by assessing their needs and referring them to the most appropriate support service.

Kummara Association Inc. is an Indigenous organisation established in 1999 to provide support to vulnerable families at risk. The organisation’s objective is to support the long term wellbeing and resilience of Indigenous children and families. Kummara offers many programs and works in partnership with families for the achievement of independence and strengthening of the family’s capabilities.

The Domestic Violence Action Centre (DVAC - formerly known as The Ipswich Women’s Centre Against DV) is a not-for-profit organisation located in Ipswich servicing the local government areas of Ipswich City Council, Somerset Regional Council (excluding Kilcoy), Lockyer Valley Regional Council, the Scenic Rim Regional Council (excluding Beaudesert) and Toowoomba. Since April 1994 DVAC has been committed to working with our communities towards the prevention and elimination of domestic and family violence. To this end, DVAC is actively involved in supporting women, young people and children who are experiencing or who have experienced domestic & family violence, supporting men who are actively committed to behaviour change as well as providing information and education to the communities at large.

Feminism informs our understanding of the nature of violence in our communities and guides the way we work to address it. In delivering our services DVAC is committed to:

- **Safety** – A subjective and complex human right, which is the basis for a rich and meaningful life
- **Integrity** – A commitment to act ethically & transparently, with congruence and goodwill (“walking the talk”)
- **Community** – Belonging and connectedness
- **Justice** – Equal access to the benefits of society and human rights

Approved By: Executive Director

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• Innovation – Creatively exploring possibilities & responding to evolving needs

POSITION PURPOSE
A specialist domestic and family violence practitioner works within each FaCC service in QLD to advise and assist on domestic and family violence matters. This role is a specialist role that is employed by the Domestic Violence Action Centre (DVAC) but will be out-posted and embedded as the Domestic and Family Violence Practice Specialist with the Family and Child Connect Service run by Kummara. The role is responsible for quality service delivery to children, young people, families and the community within the Family and Child Connect Service as well as providing specialist advice and assistance on D&FV specific matters to the FaCC team.

KEY PERFORMANCE REQUIREMENTS

1. Mission, Vision and Values
   • Execute the duties and functions of the role within the traditions, mission, ethos, and values of the Kummara and DVAC.
   • Contribute to the development of an organisational culture consistent with the philosophy and values of Kummara and DVAC.
   • Model Kummara and DVAC values and ethics through your personal leadership framework.

2. Service Delivery
   • Actively engage individuals and families contacting the FaCC, in person or via telephone.
   • Gather sufficient information from the individual or family members to inform assessment of the appropriate response required.
   • Report identified risk management issues that may impact on the safety and health of individuals and/or families, in line with the relevant organisational procedures.
   • Apply the Queensland Child Protection Guide, Practice Framework and Common Assessment Tools to assess the response type required, and action accordingly.
   • Consult with the Principal Child Protection Practitioner (PCPP) as necessary to assess safety and risk factors for children, with a view to determining response type (including escalation to CSS RIS).
   • Provide information, advice, referral and linkages to relevant services, to the assessed level of need as appropriate.
   • Through outreach, engage with families with multiple high level needs, and provide active case “holding” and brief intervention.
   • Provide domestic violence specialised input into risk, safety and needs assessment and planning, including ensuring the Domestic and Family Violence Protection Act 2012 is understood and applied and the Practice Standards for Working with Women Affected by Domestic and Family Violence are adhered to.
   • Seek out and nurture close working relationships with other regional domestic violence services to promote integrated responses to family needs across the sector.
   • Provide training and professional development to other FaCC staff relating to domestic and family violence.
   • Actively promote and seek opportunities for improved cooperation,

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## POSITION DESCRIPTION

**D&FV Practice Specialist– Family and Child Connect Ipswich**

### KEY PERFORMANCE REQUIREMENTS

- Coordination and collaboration across relevant networks.
  - Provide domestic violence input to Local Level Alliance processes.
  - Provide operational input into strategic planning as required.
  - Maintain confidentiality and provide effective service to both internal and external stakeholders from culturally diverse backgrounds.
  - Work as an effective team member in accordance with Kummara and DVAC Community Services mission, purpose and values.

### 3. Documentation, Quality Systems & Continuous Improvement

- Comply with all Kummara and DVAC policy and procedures.
- Maintain accurate records and data entry requirements.
- Perform duties in accordance with organisational requirements.
- Ensure documentation is created, stored and archived in line with organisational requirements.
- Develop or assist in the development of systems to maintain data and statistics to inform service delivery and contribute to accountability for outcomes achieved, in consultation with the Manager-FaCC.
- Assist with the release of personal, private or confidential information in line with the Kummara and DVAC Privacy Policy, privacy legislation and the Child Protection Act, and in consultation with the Manager.
- Identify improvements to policy, procedures, work instructions, other organisational systems and the work environment.
- Participate in the consultation and/or the development, implementation and review of relevant Kummara and DVAC policy, procedures, work instructions and other documentation, as required.
- Assist with the monitoring of compliance with policy, procedures, work instructions, other organisational and legislative requirements.
- Work collaboratively with relevant stakeholders to prepare, undertake and maintain external licensing/accreditation requirements.

### 4. Work Health & Safety

- Adhere to safe work practices at all times.
- Implement systems to ensure a safe workplace for all staff and members of the public.
- Report incidents and hazards immediately, in line with organisational procedures.
- Take immediate action to address identified/reported workplace health and safety matters in line with the hierarchy of controls/organisational requirements.

### 5. Other Duties

- Participate in staff development and team meetings.
- Engage in reflective practice and participate meaningfully in regular professional supervision sessions.
- Other activities as directed.

## POSITION REQUIREMENTS

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<th>Required to have</th>
<th>Beneficial to have</th>
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Connect Ipswich

- Tertiary Degree or above in Human Services, Social Work, Psychology or similar.
- Extensive experience in risk, safety and needs assessment and planning, including application of the Domestic and Family Violence Protection Act 2012 and the Practice Standards for Working with Women Affected by Domestic and Family Violence.
- Specialist knowledge and in-depth understanding of DFV
- Knowledge regarding feminist practice and its application in working against domestic and family violence
- Sound knowledge of the Queensland child protection system.
- Understanding of Aboriginal and Torres Strait Islander people, CALD communities, including cultures and societies and the issues that impact them in a contemporary society.
- Demonstrated intermediate ability to use computer IT systems including MS Word and Excel.
- Queensland Provisional Green or above Driver’s License.
- Ability to obtain positive notice in the legislatively required personal history check in line with service stream compliance requirements.
- Experience in strengths-based casework with complex families.
- Child health & development expertise.
- Broad knowledge of a range of safe parenting practices.
- Adult education skills.
- Knowledge and skills to ensure the provision of culturally, gender and age appropriate services to clients.
- Well-developed interpersonal and communication skills
- It would be viewed as desirable to have completed the accredited ‘Course in Responding to Domestic and Family Violence’ (30949QLD).
- It would also be viewed as desirable for the successful applicant to be able to attend a Departmental training workshop of July 13-15 2015.

**KEY SELECTION CRITERIA**

1. Demonstrated experience in addressing domestic and family violence in the community, including the knowledge of risk assessment and effective strategies to meet the needs of children and families experiencing violence.

2. Demonstrated knowledge of the issues affecting women and children experiencing domestic and family violence, and your understanding of feminist perspectives on domestic and family violence, including the individual, familial, legal and social issues involved.

3. Established connections and demonstrated experience working across a range of service providers, both government and non-government, to provide high quality services to families who have complex issues.

4. Demonstrated ability to engage, mentor, train and support staff and other services, working within and alongside the FaCC service, in managing responses to domestic and family violence.

5. Established support structures and self-care processes to manage personal resilience and ability to respond appropriately in circumstances involving conflict and family violence.

6. Willing and able to work within Kummara’s mission, purpose and values while maintaining the feminist values of DVAC and a clear gendered analysis of domestic and family violence.

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**Approval Date:** June 2015  
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EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.
Signed: 

Name (please print): 

Date: 

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