

## **WWILD EMPLOYMENT PACKAGE – Disability Royal Commission Case Manager**

Thank you for your interest in applying for a position with WWILD. WWILD is an Equal Opportunity Employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

### **THE POSITION DESCRIPTION**

The Position Description should be read carefully as it details:

- The requirements and duties of the position
- The criteria for selection of the most suitable applicant for the position
- Details about closing dates for applications, for interviews and commencement if successful

### **YOUR APPLICATION**

The application is to include the following:

- i. A Completed WWILD Standard Application Form.
- ii. A resume/curriculum vitae including the names, positions and telephone numbers of at least three referees who can comment on your competency in regard to the selection criteria. Referees will only be contacted after an interview.

### **Response to the KEY SELECTION CRITERIA with no more than one page per question.**

Selection for the next stages of the selection process will be based on your response to the criteria *and* demonstrated previous experience in your resume.

Please focus on specific examples that provide evidence that you have the relevant knowledge, skill, or ability. If you merely state that you meet the selection criteria without demonstrating your competencies it is unlikely that you will be short-listed.

You may wish to provide a sample of relevant writing you have done in the past to demonstrate your skills and support your application.

### **SHORT-LISTING PROCESS**

Initial short-listing is based on your written response and your resume/previous experience.

Short-listing will occur within one week of the closing date and you will be contacted for an interview during this week if required.

If you have not been short-listed you will be advised of this in writing as soon as possible, usually within four weeks.

## **INTERVIEW PROCESS**

If you are short-listed you will be invited to attend an interview with a panel consisting of Management Committee representatives, the Manager, staff representative and a client representative.

The interview panel will ask you questions that address the selection criteria and allow you to expand on your written submission. Each applicant will be asked the same questions and you will be provided with a copy of these questions fifteen minutes prior to your interview. A time limit will be set for the interview session.

You will be offered time to ask any other questions you may have at the conclusion of the interview.

## **REFEREE CHECKS**

It is the responsibility of your referee to provide honest feedback about your knowledge, skills and abilities relevant to the selection criteria for the position.

At least one referee should ideally have been a recent supervisor. If you are not currently in the workforce your referee should at least be in a position to comment on your abilities as they relate to the selection criteria.

## **SELECTION**

If you are selected for the position you will be first contacted by telephone. You will be offered the position and should you accept a formal written offer of employment will be forwarded to you including information detailing the terms and conditions of employment.

If you are not selected following interview, you will be advised of this in writing within two working weeks of the interview.

Post selection feedback for unsuccessful applicants is available on request.

## **ORGANISATION PROFILE**

WWILD – Sexual Violence Prevention Association Inc. is an organisation grounded in Feminist and Community Development principles, that works to achieve social justice and systemic change that upholds the rights of people with intellectual and learning disabilities to live free from violence.

WWILD – Sexual Violence Prevention Association supports, educates, and empowers women, men and LGBTQI+ people with intellectual and learning disabilities to make positive changes in their lives. We place people before their disability and work alongside them to ensure their needs are addressed.

WWILD-SVP Association is committed to engaging proactively in activities that aim to empower people with intellectual and learning disabilities to be involved in the decision-making processes that affect their lives.

Our guiding philosophy emphasizes the need to support people on an individual and group level as well as being involved in activities at a societal level. Our philosophy promotes individual's skills and resources them to be active participants in their own lives.

WWILD strongly values our staff and takes pride in having a collaborative and supportive working culture. We provide regular staff line supervision, group external supervision and regular professional development opportunities. While working days are set days we provide a TOIL system to allow a degree of flexibility to staff to manage their hours, subject to negotiation with the Manager or their line supervisor.

## **Current Programs**

WWILD provides a range of services through its four current main programs:

### **Disability Royal Commission Support Service**

WWILD has been subcontracted by Micah Projects to provide counselling and support services to young people and adults with intellectual disability, their family and supporters who have been affected by the Disability Royal Commission. Clients may have experienced violence including domestic or sexual violence, or other violence or abuse, neglect, or exploitation, and who may be interested in engaging with the Disability Royal Commission, until December 2023.

Service Provision includes:

Trauma counselling and support

Case Management support

Assistance in making submissions and engaging with the Disability Royal Commission.

### **Sexual Violence Prevention Service**

This service is located in Brisbane and is funded by the Department of Justice and Attorney-General. The Target Group is people with intellectual and/or learning disabilities aged 12 years and over who have experienced or at risk of sexual violence.

Service Provision includes:

Therapeutic and educative groups on interrelated topics

Individual support and counselling

Referral to appropriate criminal justice systems

Advocacy regarding the rights of people with intellectual disabilities

One-off events, e.g.: workshops and group activities

Information, support and resources

Resource Development

Input into key government and non-government initiatives which affect the primary target group.

### **Victims of Crime Support Service**

This is a State-wide program funded by the Department of Justice and Attorney General which works with individuals, organisations and systems that have contact, or provide a service to people with intellectual, learning and cognitive disabilities who are victims or witnesses of crime.

The target group is people with intellectual, learning and cognitive disabilities who have been victims or witnesses of crime. This service covers Brisbane, Beenleigh and Caboolture.

Service Provision includes:

Support and information to people with intellectual, learning and cognitive disabilities who have been victims or witnesses of crime

Support through the Criminal Justice System, if required

State-wide training for organisations in metropolitan, rural and regional areas

Provision of information, referral and advice either in person or by telephone to victims, their families, carers and service providers

Community education and information

Referral for appropriate counselling

Presentation of papers at conferences, seminars and workshops

Input into key government and non-government initiatives which affect primary target group

Resource development.

## **Listen Up! Project**

Listen Up! is a community-led violence against women-prevention project funded by the Commonwealth Department of Social Services to provide education to women with intellectual disability about violence, and to consult with them on what services can do better to meet the needs of women with intellectual disability who have experienced violence. The consultations have led to the production of a podcast series So you think you're the Expert?, a booklet and a website, where the experts, women with intellectual disability, help educate professionals on how they can improve their service provision. This project is due for completion end of June 2023.

## **POSITION DESCRIPTION – Disability Royal Commission Case Manager**

**Title:** Disability Royal Commission Case Manager

**Level:** SCHCADS Level 4-5 including salary sacrifice benefits

**Hours:** Temporary Part Time 22.5 hours per week from commencement until Dec 2023

**Location:** 211 Hudson Street, Woolloowin, QLD 4030

### **Purpose of Position**

This position works closely with the Manager, Counsellors and other Victim of Crime Support Workers in providing direct case management and submission support to people with intellectual and/or learning difficulties who have been affected by the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disabilities. It also plays a direct role in providing information and support for people in our target group and may include group work.

### **Reports to** Manager

### **Hours and Location**

This is a contract until the 31st December 2023 and is based in Woolloowin, Brisbane. This is an outreach role which may involve travel in Greater Brisbane.

### **Salary and Conditions**

Level 4-5 of the Social, Community, Home Care and Disability Services Industry Award 2010-2011 (SCHCADS), negotiable depending on experience.

The position is subject to a probationary period of three months.

The position is reliant on the availability of ongoing funding.

### **Responsibilities/Duties**

- Undertake direct case management support for people with intellectual or learning disability who have experienced violence, neglect, abuse or exploitation, including supporting them to access services they need to improve safety, and recover from their experiences.
- Use a trauma-informed approach to assist clients to make a submission to the Disability Royal Commission if they wish to.
- Work with the staff group to prepare submissions to the Disability Royal Commission regarding relevant issues based on client consultations and worker experience.

- Actively contribute to creating an inclusive environment for clients and provide relevant referral and information support to people with a disability, their families, carers, support workers and other professionals.
- Where appropriate and as directed, support and/or participate in networks and interest groups to further promote submissions to the Disability Royal Commission and develop responses to address the needs of our target group and to ensure an up to date understanding of current trends and issues.
- Regularly liaise with relevant community organisations, networks, and government bodies to represent WWILD-SVP and to raise the issues of the target group.
- Work with the Manager and staff team to develop research and development projects that utilise the knowledge gained through direct service delivery to further the program's objectives and address target group needs.
- Actively commit to and productively participate as a team member and in its operations, including team meetings to achieve the outcomes of the organisation, the provision of high quality and client focused service delivery and the development of the organisation's capacity including pursuing development and funding opportunities.
- Uphold the Human Rights of people with intellectual or learning disabilities in compliance with the Human Rights Act 2019.
- Prepare appropriate data and reports as directed to ensure accountability to funding bodies.

## **SELECTION CRITERIA**

- Demonstrated high level of knowledge of the issues facing people with disabilities including knowledge of the systemic nature of disadvantage, how it impacts on people with disabilities.
- High level of knowledge of the current practices and trends in relation to the provision of services to people with disabilities and their human rights.
- Demonstrated knowledge of sexual and domestic violence, feminist theory and the social model of disability.
- Demonstrated ability to deliver support that is person centered and trauma informed in order to meet the individual needs of the person.
- Strong written, presentation, oral and inter-personal communication and negotiation skills and ability to build and sustain effective working relationships with a wide range of government, community and private sector stakeholders.
- An ability and willingness to contribute to the work of a team and work collaboratively with WWILD staff and external stakeholders in undertaking research, training and education programs.

## **Essential Requirements**

- Current driver's license.
- An ability to utilise a range of basic business software packages.
- Eligible for a 'suitability card' from the Commission for Children and Young People. This position is subject to pre – employment history checks including a working with children suitability check.
- Relevant Tertiary (or other relevant) Qualifications in Social Work or Human Services or be working towards.

## **Preferred Requirements**

- Some knowledge and experience of the criminal justice system.

## **Referees:**

Contact details are required of at least two referees who have supervised you or are knowledgeable about your work. Referees from recent employers are preferred.

**Applications Close 1st July 2022**

Please email your application to:

The Manager

[wwildmanager@wwild.org.au](mailto:wwildmanager@wwild.org.au)

Or deliver to: PO Box 495, Lutwyche QLD 4030

WWILD STANDARD APPLICATION FOR EMPLOYMENT

Position applied:.....

Date:.....

Name:.....

Address:.....

.....

Post Code:.....

Telephone No.:

After Hours:.....

Work:.....

Mobile:.....

Email:.....

Blue Card:

Do you hold a current Blue Card ?

YES

NO

If yes, please provide Registration No:..... &

Expiry Date:.....

Driver's Licence:

Do you hold a current drivers licence? (circle one)

YES

NO

If yes, please provide Drivers Licence No:.....

If no, please explain situation:.....

Start Date:

If the position is offered to you, when are you available to start work?

.....

Authorisation and Understanding:

I authorise WWILD –SVP Inc. to investigate my work history and verify all information given on this application. These enquiries may include information as to my character, general reputation and personal characteristics. I consent to the conduct of such enquiries and to the consideration of any statements or references provided by former employers in response to these enquiries. I authorise all individuals and employers whom I have named in my application, unless specifically limited by me in writing, to provide information requested about me, and I release them and WWILD from liability and damages in providing this information.

I understand and acknowledge that any misrepresentation, omission or incorrect statement of fact may result in rejection of my application or, if hired, immediate termination of employment.

I understand that all information provided to WWILD in relation to my application will be treated in the strictest confidence and will not be communicated to any third party without my consent.

Name:.....

Signature:.....

Date:.....