



Total Workforce Services

Application Information Package for the job opportunity:

Domestic Violence Specialist Workers

Casual

Reference Number: 008BWG



Blacktown
Women's and Girl's Health Centre

Thank you for your interest in these positions. This package contains the information you require to apply for the position, including:

- Overview about the Employer
- Job Description
- Position details
- Selection Criteria

About the employer...

Our client **Blacktown Women's and Girls Health Centre (BWGHC)**, is a feminist, non-for-profit charity meeting the needs of excellent health and wellbeing initiatives for women and girls and envisages a community in which women exercise equal rights, choose their own destiny and have a safe environment for themselves and their children. BWGHC work towards this by providing counselling, information and referral, advocacy, capacity building and support services to clients.

The organisation has been established in the area for over 30 years as one of 21 **Women's Health Centres across NSW**. Over this time, the BWGHC has grown and evolved to run a range of programs including women only Doctor and Nurse Clinics, Early Childhood Clinics, Legal Services, Drug and Alcohol support and advice, Counselling (Generalist and Domestic Violence), Case Work, Group Work and Information Services and auspice the North-West Sydney Women's Domestic Violence Court Advocacy Services.

Their Mission

BWGHC are committed to providing a professional, affordable and holistic gender-informed service promoting health, wellbeing and empowerment for women, delivered in a caring, non-judgemental, respectful and safe environment.

They achieve this by:

- **Providing a holistic women's health service to the community**
- Educating women and children so they can make informed choices about healthcare and well-being
- Empowering women and children to make informed choices throughout their lives
- Providing a safe place for women and children
- Advocating for and supporting women from a feminist perspective

Values

BWGHC **recognise that women's health encompasses the physical, spiritual, environmental, emotional and social wellbeing** of women and girls. BWGHC offers a holistic approach to understanding, managing and supporting women, girls and the broader community in the Blacktown LGA to make informed decisions about their own health and wellbeing. This approach is based on feminist philosophy, with an emphasis on respect and empowerment for all women and girls.

BWGHC values are:

- **Dignity** –treating all people in a way that is respectful of their diversity and as valued individuals
- **Compassion** – in their interactions with people, they strive to be kind and empathic
- **Optimism** – an unwavering belief in the positive potential inherent in people and society

The Community

BWGHC provides health and well-being services to women and girls in Blacktown LGA, a **'huge and diverse' area with high levels of cultural and linguistic diversity**. Many areas of Blacktown LGA experience high levels of socio-economic disadvantage, poor health outcomes and high levels of unmet need when it comes to service provision. The area is also experiencing rapid urban development and population growth and is now one of the most densely populated Local Government Areas in Western Sydney, further increasing the demand for services.

Leave work each day feeling part of making a difference to the local community! Find out more about BWGHC: www.womensandgirls.org.au

Some of the great benefits provided to employees...

- Salary Packaging – increase your take home pay
- Some above Award conditions
- Opportunities for multi skilling and up-skilling
- High level of diversity in role
- Excellent working environment

Salary Packaging...

This employer has been endorsed as a Public Benevolent Institute (PBI). As such, they can offer their employees access to salary packaging benefits. Salary packaging offers significant tax benefits which present an opportunity for you to increase your take home pay by allowing you to take part of your income as a tax-free benefit. Salary packaging is completely voluntary but if you choose to utilise this, it can decrease your taxable income and therefore tax paid, increasing the amount you take home each pay period.

Child Related Employment...

This role is classified as child related employment and as such, the successful applicant will be required to provide a copy of current clearance of a paid employment type NSW Working with Children (WWC) check (under the Child Protection (Working with Children) Act 2012). A copy of the letter you received from the Office of the Children's Guardian confirming your identity, your NSW WWC check number and expiry date is suitable.

If you don't currently hold a NSW WWC check, you do not need to gain this prior to applying for this job. Please accept this as advanced notice that should you progress through the recruitment process as far as to being offered the role, you would need to agree to apply for a check without delay as it can take up to 4 weeks to process. Fees involved are generally tax deductible.

However, if you currently hold a WWC check from another state or you hold a volunteer type NSW WWC, legislation does allow for you to start in the role assuming you apply to transfer to a new paid employment check within 3 months. So again, please note you do not need to gain this prior to applying for this job.

For more information, please visit the [Office of the Children's Guardian website](#)

About the Program...

The aim of the North West Sydney Women's Domestic Violence Court Advocacy Service (NWSWDVCAS) program is to provide women experiencing domestic and family violence with threat assessment and safety planning, case coordination, information and Court Advocacy for clients in obtaining legal protection through an Apprehended Domestic Violence Order and provide liaison and secretariat support for Safety Action Meetings (SAMs). NWSWDVCAS also work in cooperation with other services at BWGHC.

Probationary Period...

A six-month probationary period applies to all positions at this employer from the date of appointment. A probationary review will be conducted prior to conclusion of this period.

About the Opportunity...

Reporting to the NWSWDCAS Manager these roles provides advocacy, assessment & assistance developing safety plans, information and referrals to women and children experiencing domestic violence.

Position Details...

Status:	Casual, contracted to 30 June 2024 On call and short-term temporary assignments available.
Hours per week:	Varies – could be a single day (7hrs) at a time or up to 8 weeks (up to 35hrs a week) at a time depending on the need. These roles will assist during times where other team members are absent or on extended leave or during generally busy times where additional staff are required.
Days of work:	Work could be offered any week day, no weekend work
Award Coverage:	Salary and conditions of employment will be as described in the NSW SCHADS Award.
Salary:	Salary classified at Level 4. Pay point to be determined with successful applicant based upon skills and experience. Details of this hourly rate can be found on the Fair Work website.
Positions available:	There are up to 5 positions vacant.
Location:	Based in Blacktown, NSW with some travel required throughout the Blacktown LGA

COVID-19...

The services this employer is funded to provide to the community is categorised as an essential service so has remained open during COVID-19 shutdown periods. Just some of the measures this employer has adopted to ensure they are providing a COVID-SAFE workplace for their employees are:

- Daily cleaning of the premises and other items
- Social distancing
- Providing hand sanitizer
- Providing personal protective wear if needed
- Asking staff feeling unwell to remain home instead of coming in to work

It is a requirement that all employees are fully vaccinated for COVID-19 (including boosters as relevant) due to the nature of the work including working with vulnerable members of the community. Please note, the successful applicant will be required to provide their proof of vaccine certificate which will be securely stored in their personnel file.

The Position Description...

Domestic & Family Violence Specialist Worker

Award/Rate of Pay: SCHADS AWARD Level: 4

Accountabilities: Manager, NWSWDCAS

Position summary: The Domestic and Family Violence (DFV) Specialist Worker undertakes key tasks at the direction of the NWSWDCAS Manager.

It is recommended that this role is remunerated in with line with a Grade 4 (minimum) for a Social and Community Service Employee under the Social, Community, Home Care and Disability Services Industry Award 2010 (Cth).

DESCRIPTION OF DUTIES

The work of the DFV Specialist Worker includes, but is not limited to, the following duties:

1. Accepting electronic referrals from the CRP and non-electronic referrals direct from government agencies and non-government services;
2. Contacting clients referred to the NWSWDCAS in a timely manner, conducting a threat assessment to ascertain their current risk status and undertaking safety planning to address a client's immediate safety needs;
3. Liaising with the SAM Coordinator to ensure all clients assessed as 'at serious threat' are placed on the agenda for the next SAM when necessary;
4. Providing relevant information and making warm referrals to a range of service providers to assist clients with their ongoing needs;
5. Liaising with clients in relation to Safety Action Plans developed at SAMs and/or support provided, or arranged, by the NWSWDCASs;

6. Engaging in community development activities;
7. Developing and maintaining strong working relationships with key NWSWDCAS partners including the NSW Police Force, Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services;
8. Complying with the SAM Manual and the Domestic Violence Information Sharing Protocol;
9. Fulfilling reporting requirements for the WDVCAP database and the CRP in line with the WDVCAP Service Agreement, the WDVCAP Policy and Procedure Manual and SAM Manual; and
10. Assisting the SAM Coordinator to develop and administer policies, systems and processes for the effective operation of the NWSWDCAS and SAMs.

Selection Criteria:

- Tertiary qualifications in relevant field such as Social Work/Social Science/Counselling/Case Management
- A minimum of 1-year experience in a similar role (i.e. working with women in domestic/family violence specialist service/role)
- Personal and professional commitment to working within Blacktown **Women's and Girls Health Centre's mission, values and feminist framework**
- Strong understanding of domestic and family violence, its complexities and consequences (formal training in this area would be highly regarded)
- Sound knowledge and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and **protection, migration and victim's compensation issues**
- Ability to work with the local community to promote awareness of domestic and family violence and NWSWDCAS services
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution

- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support
- Excellent organisational and administrative skills
- Computer skills and experience in record keeping and documentation skills
- Ability to provide clearance of an NSW Working With Children check (or willingness to obtain)
- Ability to successfully complete the criminal background check (or willingness to obtain)
- **Current Driver's Licence**
- Ability to deliver services in accordance with the WDVCAP best practice model of service delivery outlined in the WDVCAP Service Agreement, this Policy and Procedure Manual, the SAM Manual and operational documents

BWGHC considers being a woman a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act.

Funded by NSW Department of Health Administered by Western Sydney Local Health District and Legal Aid NSW.

Recruitment process...

- Short listing of applicants for interview and notification is normally completed within a one to two-week period. Likewise, unsuccessful applications will be notified in this timeframe also
- You may be invited to initially participate in a brief telephone interview to discuss your application further and your suitability for the role
- It is standard practise to interview with a Selection Panel comprised by the employer themselves. The final decision of applicant suitability rests with them and is based on the Selection Criteria.

How to Apply...

Please send us your resume which should include details of your previous work history with a brief description of duties associated as well as your educational history.

You will also need to address the selection criteria as mentioned in the ad/Position Description. The reason our client requires this information as it helps them make an informed decision about your suitability for the role and if you should proceed to interview. **Addressing the selection criteria doesn't need to be a lengthy process**, a few sentences to each is fine. **It's all about allowing us a chance to get to know you a little deeper** in things that might not be covered specifically in your just your resume.

You are not required to provide your WWC number, copies of qualifications, referee details or any other detail at application stage. Should you be successful in proceeding in the recruitment process you will be asked to provide this information as needed.

To apply please fill out an application on our website:

<https://www.totalworkforceservices.com.au/job-board>

Receipt of your application will be confirmed by email.

Still looking for more information?

If you have any questions or would like to talk a bit more about this job before applying, please call us on (02) 4555 4634 or email jobs@totalworkforceservices.com.au

Thank you for your expression of interest regarding this great opportunity.

Good Luck!