



Job Description Form

Department of Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Position Title Senior Family Violence Worker		
Effective Date May 2018	Position Number Generic	Level Level 2 Specified Callings (L2SC)
Division Court and Tribunal Services	Directorate Court Counselling and Support Services	Branch Family Violence Service Family Violence List Team

Divisional Outcomes

To provide modern, responsive and affordable court and tribunal services that meet community and judicial needs.

Directorate Outputs

- Output 1: Judiciary and Judicial support
- Output 2: Case processing
- Output 3: Enforcement of criminal and civil matters
- Output 4: Administration of counselling, consultancy and support services

Branch Outputs

- Output 1: Judiciary and Judicial support
- Output 4: Administration of counselling, consultancy and support services
 - Output 4.1: Family Violence Service

Role Of This Position

The position assists the Team Manager by contributing to the leadership and management of the Family Violence Service.

The Senior Family Violence Worker:

- supports the Magistrates Court's Family Violence List sittings;
- where requested, undertakes risk assessments of family violence victims and provides reports to court;
- where required, provides advocacy, support, intervention and referral to other services for victims of family violence seeking support through the court system;
- responds to all calls, queries and referrals to the Service; and
- provides consultation, advice and liaison with stakeholders involved with Family Violence List matters.

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Responsibilities Of This Position
<ol style="list-style-type: none"> 1. Provides advice to the Team Manager on issues relating to effective service delivery in the Family Violence Service, and contributes to the development and implementation of Service Business Plans including the development and implementation of operational level policy, procedures and standards. 2. Provides information and support to victims of family violence where the matter is being managed within the Magistrates Courts' Family Violence List. 3. Prepares Family Violence List requested reports by the Magistrates. 4. Provides services to victims of family violence in the context of the court system, including advocacy, support and intervention, risk assessment, information and referrals to other agencies for ongoing support as required. 5. Provides as appropriate consultation, assessment, information, support and intervention in response to all calls, queries and referrals to the Service. 6. Works collaboratively with other team members and services in the directorate. 7. Undertakes appropriate record keeping consistent with departmental regulations and maintains database in a timely manner. 8. Identifies and assesses cultural issues pertinent to victims of family violence and develops strategies to address these. 9. Provides training and information sessions to agencies as required. 10. Implements organisational policy, procedures and legislation relating to the Family Violence Service. 11. Develops and maintains relationships, and liaises and communicates with key stakeholders within and outside the Department of Justice as appropriate. 12. Keeps informed of emerging issues for victims of family violence and shares information with other staff. 13. Contributes to and implements strategies to achieve a positive and innovative organisational culture. 14. Contributes to and implements continuous improvement strategies. 15. Undertakes projects as required and any other duties as directed. <p>Corporate citizenship</p> <ul style="list-style-type: none"> • Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics. • Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues. • Demonstrate commitment to the legislative obligations set out in the Occupational Health and Safety Act 1984. <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents. <p>Child Safety</p> <ul style="list-style-type: none"> • Court Counselling and Support Services directorate supports the principles of a Child Safe Organisation which values children, maintains a safety focus, responds to any disclosures, allegations or suspicions of harm, and provides positive interactions and environments for children.

Position Title Senior Family Violence Worker		
Effective Date May 2018	Position Number Generic	Level Level 2 Special Calling (L2SC)
Division Court and Tribunal Services	Directorate Court Counselling and Support Services	Branch Family Violence Service Family Violence List Team

Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

ELIGIBILITY

Current holder of or ability to obtain the relevant clearance under the *Working with Children (Criminal Record Checking) Act 2004* (the Act).

This position is identified under section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.

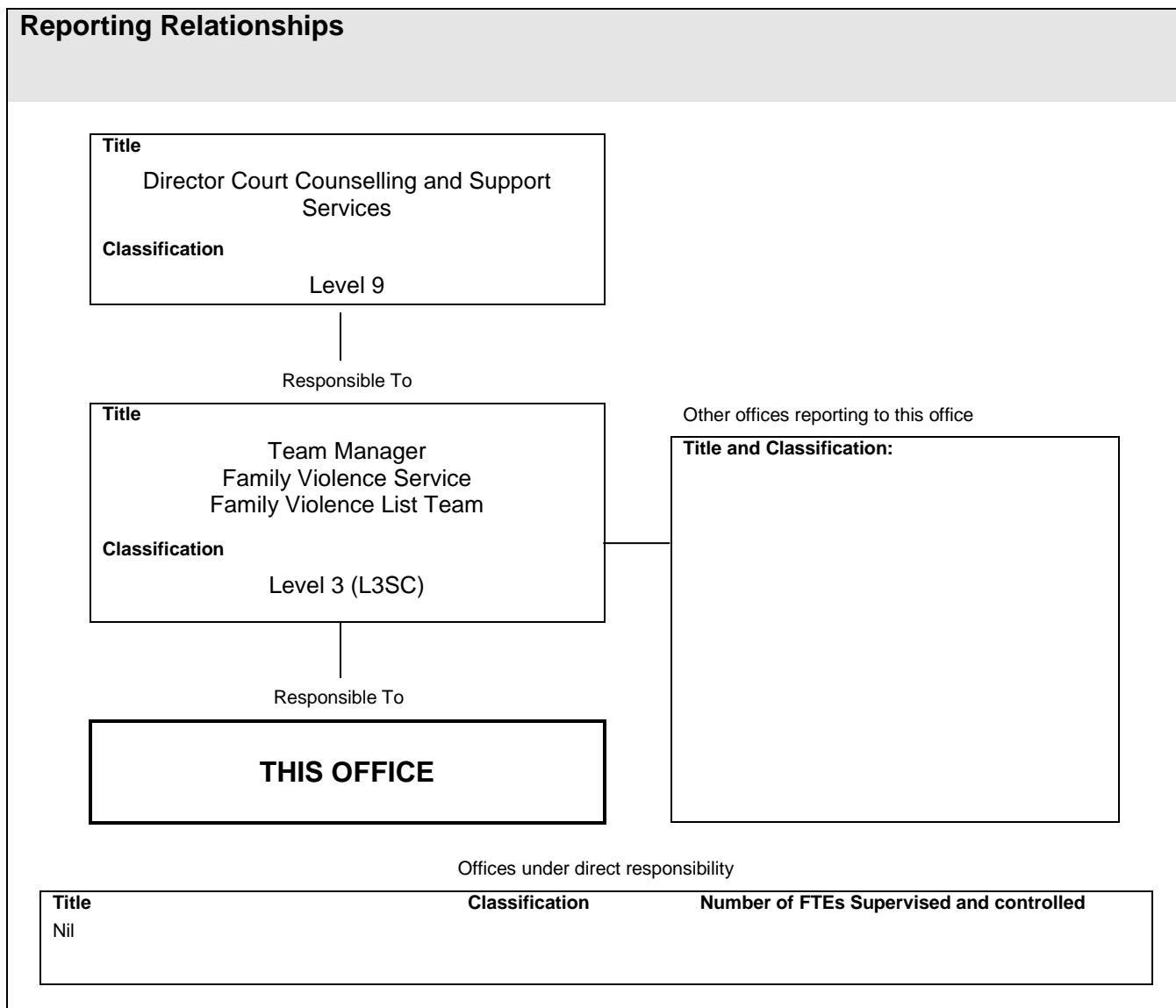
ESSENTIAL

1. Possession of a relevant tertiary qualification in Social Work with eligibility for membership of the Australian Association of Social Workers or approved four year degree in Psychology with eligibility for registration with the Australian Health Practitioner Regulation Agency.
2. Highly developed ability and skills in undertaking risk assessments, risk management, developing client plans and providing support and intervention.
3. Highly developed conceptual, analytical and decision making skills.
4. Highly effective written, verbal and interpersonal communication skills which reflects self-awareness and a capacity to understand the perspective of others.
5. Extensive experience in and ability to demonstrate advanced counselling skills including the ability to apply a range of case work skills.
6. Demonstrated ability to establish and maintain effective working relationships with team members and internal and external stakeholders.
7. Well developed and demonstrated knowledge, skills and experience in working with people affected by family violence and trauma, and knowledge of the dynamics of family violence and issues for family violence victims.

DESIRABLE

8. Understanding of and ability to work within a court system.

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LOCATION AND ACCOMMODATION	LOCATION Perth Metropolitan Area
	ACCOMMODATION Not Applicable
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	Dr Adam Tomison
Signature	
Date	16 May 2018