**Job Description Form**

**Senior Child Protection Worker –**

**Family Domestic Violence**

**Position Details**

**Position Number:** Generic

**Classification:** Specified Calling Level 2

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Community Services / Service Delivery / District Office

**Location:** Metropolitan and Regional WA

**Classification Date:**

**Effective Date:** January 2025

**Reporting Relationships**

**This position reports to:**

Various Team Leaders Child Protection, Specified Calling Level 3

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Role Statement**

The Senior Child Protection Worker - Family Domestic Violence is responsible for:

• providing a service in conjunction with WA Police to families and individuals who are experiencing or contributing to domestic violence,

• assisting and planning with District and WA Police staff in assessing domestic violence incident reports that come to the attention of the Police Service and the Child Protection services,

• assisting identified families and individuals in obtaining support and services to deal with domestic violence,

• engages with community groups and other agencies in promoting relevant support and coordination for clients experiencing domestic violence,

• responding to concerns regarding the safety and wellbeing of children in accordance with the provisions of the *Children and Community Services Act 2004*,

• taking legal action to promote the safety and wellbeing of children where necessary,

• undertaking case work activities of a complex nature.

**Position Duties and Responsibilities**

**1. Child Protection**

1.1 Responds to reports and concerns regarding the safety and wellbeing of children who are experiencing domestic violence.

1.2 Provides a crisis intervention service to families with children experiencing domestic violence.

1.3 Makes appropriate referrals to other areas of Communities to assess and investigate reports of potential harm or significant harm as a result of domestic violence.

1.4 Responds to reports and concerns regarding the safety and wellbeing of children by carrying out enquiries, assessments and interventions as required under Section 32 of the *Children and Community Services Act 2004*.

1.5 Conducts assessments on behalf of the Department to determine if child/ren have suffered or likely to suffer harm or significant harm as a result of domestic violence.

**2. Domestic Violence**

2.1 Provides a service to individuals and families experiencing domestic violence.

2.2 Undertakes initial safety assessments of individuals and families experiencing domestic violence.

2.3 Receives referrals from the Police Service and other agencies in situations of immediate domestic violence and provides a crisis intervention response.

2.4 Makes appropriate arrangements through referrals and other interventions to support and ensure the safety of individuals and families experiencing domestic violence.

2.5 Provides advice, consultancy and training to local Police and District staff on matters concerning domestic violence intervention, methods and supports.

2.6 Collects evidence that may be used in taking legal action to protect families and children experiencing domestic violence and reports accordingly.

2.7 Provides advice to Courts/Solicitors on matters relating to clients who are subject to domestic violence interventions.

**3. Family Support**

3.1 Undertakes initial assessments for support and treatment services for individuals experiencing or contributing to domestic violence.

3.2 As required, undertakes monitoring which may include visits to vulnerable families or individuals during times of crisis.

3.3 Makes appropriate referrals for individuals or families experiencing domestic violence requiring emergency accommodation or transport. This will include referrals to Government or other Agencies providing emergency assistance to victims of domestic violence.

**4. Inter-Agency and Community Collaboration**

4.1 Maintains links and shares information with WA Police and other Government or non-Government Agencies who may have a statutory role or be providing a service to families and individuals experiencing domestic violence, including perpetrators.

4.2 Liaise with the Department’s contracted service providers in making appropriate referrals for individual and family support and treatment.

4.3 Provides a community education program to Government and community Agencies on domestic violence services.

4.4 Participates on case matters that are referred to the Regional Domestic Violence Coordinating Committee.

4.5 Liaises with appropriate cultural and indigenous services and communities that provide an identity to the child/ren or family that may be experiencing domestic violence.

4.6 Assists Team Leader/s as required in this area.

**5. Administration**

5.1 Maintains electronic client records and case management data to Departmental standards.

5.2 Participates in meetings, supervision and training as a contributing member of a team.

5.3 Assists in the recruitment, supervision and training of other staff as required.

5.4 Contributes to Departmental research and evaluation of services as required.

5.5 Manages Departmental and Government resources in accordance with Government and Departmental policy.

5.6 Complies with the requirements of the Department’s Administrative Manual 2009 and Case Practice Manual.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. An understanding of contemporary issues and challenges in the field of child protection and approaches to enhancing child safety and wellbeing.

2. Experience and knowledge of domestic violence issues including theory, dynamics and the impact on individuals, families and communities.

3. Ability to engage, empower and build strong working relationships with a diverse range of clients (particularly including Aboriginal clients), stakeholders, partners and colleagues.

4. Demonstrated assessment, analytical and counselling skills, as well as strong communication skills (written, verbal and non-verbal).

5. A tertiary qualification in Social Work, Psychology or a relevant Human Service area.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Appointment is subject to a satisfactory Working with Children (WWC) Check.

3. Appointment is subject to a satisfactory Client and Child Protection Check.

4. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.

5. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.