## Job & Person Specification

<table>
<thead>
<tr>
<th>Title of Position:</th>
<th>Domestic and Family Violence Specialist - Domestic Violence Disclosure Scheme</th>
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<tbody>
<tr>
<td>Classification:</td>
<td>Level 5</td>
</tr>
<tr>
<td>Location:</td>
<td>Mile End/Head office</td>
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<tr>
<td>Reports To:</td>
<td>Manager Integrated Programs</td>
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### KEY PURPOSE OF THE POSITION

The Domestic Violence Disclosure Scheme is a state-wide program that enables people to lodge a request where they are concerned about the behaviour of someone within the context of an intimate relationship. The DFV Specialist makes an initial assessment, facilitates the information with SAPOL and provides support and referrals to the clients. This role will cover the Adelaide metropolitan region as well as the Barossa and Fleurieu Peninsular and KI. Travel to other regions within South Australia as required.

### KEY WORKING RELATIONSHIPS

- Accountable to the Manager Integrated Programs;
- Relevant SAPOL contacts working within the Domestic Violence Disclosure Scheme
- Be part of a team across the state (Multi-disciplinary and laterally geographically located)
- Ability to build relationships with relevant agencies and people

### KEY RESULT AREAS

#### Service Responses

- Promote and implement quality service responses, which are underpinned and informed by Women’s Safety Services SA (WSSSA) values and service delivery model.
- Adhere to, comply with and implement service elements as outlined in WSSSA Service Agreement with Office for Women, Department for Human Services (DHS).
- Plan, develop and implement client focussed and strengths based interventions to people experiencing domestic and family violence using a feminist framework
- Provision of assertive outreach to clients (usually women) who have not sought a service from the agency, requiring the development of a quick rapport with potential clients of the service
- Provision of initial response and assessment to identify presenting and long term needs of clients and their children
- Domestic and family violence counselling, safety planning and risk assessment
- Provision of crisis intervention
• Provide a child focussed approach to work with families that enhances the safety and wellbeing of children and young people
• Advocacy, referral and liaison with other services best able to meet the needs of the client group
• Provision of case work activities where appropriate
• Engage with ATSI and CALD families in a culturally appropriate and responsive manner
• Undertake all administrative and reporting requirements in a professional and timely manner
• Actively identify and develop formal partnerships that enable referral pathways and responses to women and their children that seek to increase the safety of women and children and hold perpetrators accountable for their behaviour
• Build and maintain effective working relationships with key partners as identified by the program ie: SA Police (SAPOL) and Women’s Domestic Violence Services
• Actively contribute to the promotion of the scheme
• Act as a contact point for support for all people accessing the DVDS
• Participate in and attend meetings that build and enhance the outcomes of the program
• Adhere to legislative requirements that inform the work of WSSSA.

Human Resources

• Contribute to service planning, assisting in the development of objectives and targets that facilitate the improvement of WSSSA programs.
• Identify and participate in training and development opportunities as part of continued professional development.
• Seek out and participate in formal and informal supervision from Line Manager
• Actively participate in inter-agency team meetings
• Actively acquire knowledge about resources and services that support and enhance services to women and children.
• Contribute to building and maintaining a positive workplace culture, by sharing knowledge and experience with colleagues and staff from other agencies.

Finance

• To seek approvals for all program and client related expenses as outlined in WSSSA guidelines.
• To keep appropriate records and receipts for purchases made as outlined by WSSSA guidelines.

Organisational Processes

• Ensure case notes meet legislative and organisational requirements, and that they are up to date at all times and data entered into DVDS Database.
• Implementation and adherence to DHS and WSSSA requirements in relation to data collection.
- Participate in internal WSSSA meetings as well as relevant internal and external committees and groups as required.
- Actively contribute to the development of community understanding of domestic and family violence.
- Support the development, maintenance and compliance of best practice WH&S policies and guidelines, recommending improvements to systems to minimise workplace hazards and ensure safe work practices.
- Participate in quality improvement programs and activities to meet Service Excellence Standards.
- Participate in the development and review of policies and programs in conjunction with Management and relevant bodies.
- As a Public Officer as per the Independent Commissioner Against Corruption (ICAC) definition you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI) any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

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**Person Specification**

**Desired/Essential qualifications:**

A degree or Diploma in Social Work, Social Sciences, Community Services, Human Services, Health Sciences and/or experience commensurate with the position.

**Competencies and experience**

- Significant knowledge and experience in the provision of services to women and children affected by domestic and family violence.
- Knowledge and experience of undertaking risk assessment and safety planning using standardised risk assessment tools.
- High-level engagement skills - demonstrated ability to engage with clients in an assertive outreach capacity (ie clients who have not sought a service from the organisation).
- Knowledge and experience in the provision of case work intervention, referral pathways and crisis intervention.
- Demonstrated empathy and the ability to build relationships with a diverse range of marginalised and highly vulnerable people including ATSI and CALD.
- Understanding of legal systems pertaining to women and children experiencing domestic and family violence.
- Experience in working in a multi-disciplinary team and/or multi-agency team.
• Ability to develop and maintain partnerships with a wide range of organisations and key stakeholders.

• Ability to negotiate successful outcomes for clients at individual, team and service levels.

• Community engagement experience.

• High level of written and verbal communication skills and interpersonal skills including the ability to liaise, negotiate, advocate and resolve conflicts and complete written reports.

• Able to work autonomously and make informed decisions independently.

• Highly developed organisational and planning skills including working to deadlines.

• Ability to also work within a team environment and contribute to the attainment of team goals and organisational objectives.

• Pursue professional development goals.

• Skills in the use of IT systems and applications.

Desired:
Knowledge of issues pertaining to homelessness, addiction and mental health

SPECIAL CONDITIONS

• Current full Driver’s License and willing to drive
• Intrastate travel will be required
• A current DHS Working with Children check, with a minimum of seven months until the expiry date, together with a statutory declaration stating that there is no change to the applicant’s personal circumstances that would impact the assessment.

ACKNOWLEDGEMENT

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below.

Signed by Employee: ____________________________

Domestic and Family Violence Specialist DVDS 2018 WSSSA
Name of Employee: _______________________________________________________________

Date:    /    /  

Signed by Director of Services: _________________________________________________

Date:    /    /