

# Family Dispute Resolution Practitioner Internship

- **Leading family relationship services organisation**
- **12 month part time position/ Based in Melbourne CBD**

## About us

Relationship Matters is a dynamic, values based not-for-profit organisation specialising in human relationships and interpersonal communication. We are passionate, dedicated and committed to making a difference, by providing high quality relationship counselling, dispute resolution and relationship education services to individuals, couples and families.

## About the role

We currently have an opportunity for a newly qualified or currently qualifying Family Dispute Resolution Practitioner. This is an entry level position for a fixed term of 12 months for a self-motivated, energetic individual who would like an opportunity to gain skills and experience within a team of experienced FDR practitioners. You will provide screening and assessment of new clients, referral to other programs and services, undertake intake and assessment interviews, and offer family dispute resolution within a co-mediation model under the provisions of the Family Law Act 1975.

Responsibilities will include:

- screening, information and referral for clients who are seeking Relationship Matters services relating to separation
- initial case management/triage as required
- intake and assessment regarding suitability for family dispute resolution
- assist separating/separated couples make decisions relating to their separation, including parenting arrangements and property division
- practice within a child informed framework
- strong team work skills and values, with excellent interpersonal skills
- computer literacy is essential

## About you

You will have:

- Tertiary qualifications in law or an appropriate behavioural / social science or, or appropriate post graduate qualifications/ and or currently completing a Graduate Diploma in Family Dispute Resolution
- Accredited with or eligible for approval as a Family Dispute Resolution Practitioner with the Federal Attorney-General's Department as provided by the Family Law Act 1975
- Registration with, or eligibility for membership of, an appropriate professional body.
- An understanding of the Family Law Act 1975 and regulations pertaining to Family Dispute Resolution
- An understanding of working within a child informed framework
- An ability to contribute to the provision of exceptional family dispute resolution services

You will have the capacity to provide an empathetic and professional response to clients seeking Relationship Matters post separation services. You have the desire to develop a working knowledge of all aspects of the field of family dispute resolution and be able to quickly familiarise yourself with Relationship Matters services and processes. You must be able to work both independently and within a cohesive, committed and high performing team. Together with your exceptional level of ethical standards and well-developed interpersonal communication skills, you will have the capacity to manage and ensure high standards of practice.

Previous experience working in a family law/family services or family violence environment would be highly regarded.

## To apply

Application details and a position description are available from [www.RelationshipMatters.com.au/employment](http://www.RelationshipMatters.com.au/employment).

We encourage applications from Indigenous Australians, people with disability, people from diverse cultural and linguistic backgrounds, and lesbian, gay, bisexual, transgender and intersex (LGBTI) people.

Applications should be forwarded to HR – Relationship Matters, Level 4 - 255 Bourke Street, Melbourne 3000 or emailed to [HR@RelationshipMatters.com.au](mailto:HR@RelationshipMatters.com.au) by Friday 25 September 2020