

## Family Violence Case Manager (Men) Position Description

Position Details	
<b>Title:</b>	Family Violence Case Manager (Men)
<b>Level:</b>	5
<b>Time Fraction:</b>	Part time Fixed term 6 month contract
<b>Position Relationship:</b>	Reporting to Coordinator Family Violence Prevention
<b>Principal Location:</b>	Melbourne CBD
<b>Position Purpose:</b>	Responsible for the provision of case management and case work for men who use violence against intimate partners, children and others. The role involves developing an holistic case plan with the client to address issues that impact on the their lives and decrease the likelihood of increased violence in the home and community.
Major Responsibility Areas	Key Indicators of Success
<p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>▪ Intake and assessment of men referred through via Corrections Victoria under a case management model</li> <li>▪ Risk assessment, safety planning and risk management in conjunction with the family violence team members and other service providers as required.</li> <li>▪ Engagement with client group</li> <li>▪ Development of a case plan with the client to address immediate, intermediate and long term goals.</li> <li>▪ Liaison and referral to appropriate services</li> <li>▪ Participation in the family violence team intake, case planning and review processes.</li> <li>▪ Manage required case load in line with targets identified for relevant region.</li> <li>▪ Completion of required reporting to Corrections Victoria</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comprehensive intake assessment undertaken including risk assessment and risk management</li> <li>▪ All Corrections Victoria and Relationship Matters documentation is read, understood and utilised</li> <li>▪ Work within the Standards and practice principles of <i>No to Violence</i> during COVID-19</li> <li>▪ Undertake consultation, case coordination and information sharing with relevant services, including women's services.</li> <li>▪ Liaison and referrals to other services as determined in line with developed case plan and identified goals. This will include legal, mental health, alcohol and drug services, housing, employment, education and training providers.</li> <li>▪ Development of a comprehensive case management plan with the client</li> <li>▪ Actively involve men in planning and decision making to encourage engagement with other social and universal services</li> <li>▪ Minimum of weekly meetings with the client except in exceptional circumstances</li> <li>▪ Strong ability to engage with clients</li> <li>▪ Make referrals to the Family Safety Counsellor (Women's Contact) for family members, for ongoing risk assessment, safety planning and counselling support.</li> <li>▪ Case load is managed efficiently and effectively</li> </ul>

	<ul style="list-style-type: none"> <li>▪ All targets are met within timeframe</li> </ul>
<p><b>Marketing / Promotion / Networking</b></p> <ul style="list-style-type: none"> <li>▪ Assist in the preparation of any required reports, service plans, work plans, tender documents, submissions and correspondence as required.</li> <li>▪ Attend network meetings including the Relationship Matters family violence meeting.</li> <li>▪ Represent the organisation on working groups, maintain professional networks and key relationships.</li> <li>▪ Manage internal links and relationships with all Relationship Matters management staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in shared projects with other Branches.</li> <li>▪ Promote a positive image of Relationship Matters to members of the community and service sector.</li> <li>▪ In collaboration with the Executive Manager responsible, respond to enquiries from external organisations.</li> <li>▪ Promote and market the organisation's services with relevant community organisations and referral sources.</li> <li>▪ Participate in marketing and media events as appropriate.</li> </ul>
<p><b>Data Collection, Administration and Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Ensure client information is recorded in accordance with organisation and funding body requirements.</li> <li>▪ Participate and assist in the facilitation of annual funder evaluations and reviews.</li> <li>▪ Ensure compliance with Relationship Matters administrative and reporting requirements.</li> <li>▪ Collate all clients concerns for review by the senior team for evaluation and consideration of program development and training.</li> <li>▪ Engage with active research agenda in the area of Family Violence Prevention as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data requirements for program completed satisfactorily.</li> <li>▪ Comprehensiveness of data collected including outcomes measurement data and case management data.</li> <li>▪ Analysis undertaken; trends noted.</li> <li>▪ Participate in research survey and data collection as required. Prepare monthly summary reports.</li> <li>▪ Maintain confidentiality and report all serious matters in accordance with Relationship Matters policies and procedures</li> <li>▪ Ensure all data, electronic case records and client files are maintained in a professional and timely way in keeping with the organisational standards.</li> </ul>
<p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>▪ Read and comply with of all Relationship Matters' Policies and Procedures, and understand any new or updated policy as issued from time to time.</li> <li>▪ Be aware of the location on the Intranet of policy documents, forms and processes that relate to your day to day work, for reference as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is able to demonstrate a working knowledge of all Relationship Matters' Policies and Procedures.</li> </ul>
<p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>▪ Comply with safety in the workplace.</li> <li>▪ Take reasonable steps to prevent risks to health and safety.</li> <li>▪ Co-operate with Team Leaders and Management to enable compliance with safety, health and environmental duties.</li> <li>▪ Report workplace incidents, hazards, accidents and emergencies immediately.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand and abide by all OH&amp;S policies and procedures, and communicate these as required.</li> <li>▪ Participate in training, drills and procedures.</li> <li>▪ Report identified risks to the OH&amp;S Representative</li> </ul>

## Key Selection Criteria

*(Please note: Applicants need not respond in writing to all selection criteria)*

- Degree in Social Work or other related qualification.
- Graduate Certificate in Client Assessment and Case Management, Men's Family Violence.
- Eligibility for membership of either the AASW or other relevant professional association.
- Sound knowledge of theory and practice of intervention work in the Family Violence space
- Experience and knowledge in the provision of case management.
- Experience working in the family violence sector, including a working knowledge of the NTV Men's Behaviour Change Standards and the Family Law Act 1975 will be highly regarded.
- Experience in education or preventative programs, family violence intervention, group work, crisis intervention in Family Violence and staff development and training programs.
- Ability to maintain professional independence and to work in a self-directed manner.
- A commitment to professional development, teamwork, efficient and effective service delivery and the clients' best interests, including, a personal commitment to ongoing professional development.
- High level capacity to work flexibly and responsively in a team environment.
- Computer literacy is essential.
- High level interpersonal and communication skills with a demonstrated capacity to engage and foster the development of professional staff.

### Personal Qualities

- Affinity with Relationship Matters values
- Generosity of spirit
- Capacity to 'join in'
- Highest ethical and professional standing
- Team player

## Terms and Conditions

- Salary will be negotiated according to qualifications and experience and in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
- Opportunity to access salary packaging according to Relationship Matters policy.
- Access to Employee Assistance Program.
- The position is subject always to ongoing funding and satisfactory annual performance reviews.
- Maintenance of confidentiality and reporting of serious matters in accordance with agency policy and procedures.
- Travel to the branches of the organisation, including some direct service provision from these sites and other locations including travel at short notice and overnight stays.
- National police check and Working with Children Check are mandatory.
- A current driver's licence is essential.

## Acknowledgements

<b>Position:</b>	Family Violence Case Manager (Men)		
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>CEO:</b>	Janet Jukes		
<b>CEO's Signature:</b>		<b>Date:</b>	
<b>Probationary Review:</b>	Six Months	<b>Date:</b>	