

Family Safety Counsellor (Women's Contact) – MBCP Position Description

Position Details	
Title:	Family Safety Counsellor (Women's Contact) – Men's Behaviour Change Program (MBCP)
Level:	SCHADS 2010 Award Level 5
Time Fraction:	0.8 FTE
Position Relationships:	Reporting to Manager Family Violence Programs
Principal Location:	Relationship Matters Branch offices, City and Wyndham as negotiated from time to time.
Position Purpose:	<p>Men's Behaviour Change Programs work within a Partner Contact Model, where Family Safety Counsellors are required to contact current and past intimate partners.</p> <p>The primary objective for the Partner Contact Model is a focus on the partner and children's, safety and wellbeing, with case management and assistance with safety plans to address foreseeable contingencies.</p> <p>The information obtained from partners and children will be used in the treatment and management of the participant. If partners consent to ongoing contact throughout the MBCP, the Family Safety Counsellors will contact partners throughout program delivery, to support them in their safety and parenting.</p> <p>Counselling is also offered to partners and ex-partners of MBCP participants.</p>
Major Responsibility Area	KPI's
Family Safety Support <ul style="list-style-type: none"> Provide family safety support in the conduct of Relationship Matters' family violence prevention strategies and the delivery of the MBCP. Initial contact with women and children occurs as part of the MBCP participant's Intake Assessment, or if this is not possible, before a man attends his first group session. A female Family Safety Counsellor makes initial contact and women are able to have contact solely with female staff if they wish. Family Safety Counsellors make all reasonable attempts to contact any woman who has had an intimate relationship, in the last two years, with a man participating in the MBCP group. Women, who currently live with or have recently separated from a participant, are sent an introductory letter, followed up by a telephone call. 	<ul style="list-style-type: none"> Family Safety Support Program delivered according to FSV Minimum Standards, and Relationship Matters' program guidelines and targets as scheduled. Men and their partners are appropriately and professionally supported, and where necessary referred. High quality risk assessments are undertaken and communicated to supervisors, according to Relationship Matters' policy and practice guidelines. Program records, including client files, are kept to a high standard. Contribute and participate in clinical supervision, organisational activities, branch activities, and the activities of the position's designated team. Make an active contribution, via case presentations, through attendance at organisational in-house professional development.

- Women who have been separated from a man, participating in the group for more than three months, are sent a letter inviting them to make contact.
- Contact with and support, of women and children, is primarily about their safety and wellbeing.
- At a minimum, Family Safety Counsellors ask women and children about:
 - their safety;
 - what information and support they need; and
 - their experience of the man's behaviour.
- Where women and children express interest in being contacted by program staff, additional contact occurs at least:
 - after the participant's second session;
 - every two weeks throughout the program and
 - when the participant leaves the program.
- Family Safety Counsellors assist women and children, to make and revise safety plans, to cover foreseeable contingencies and risks.
- At a minimum, when a participant in the group commits an act of violent and / or controlling behaviour, whether reported by the man, a family member or a third party, Family Safety Counsellors are to contact the women in accordance with NTV Minimum Standard 41.
- Participate in the development, implementation, evaluation and related research projects, of the MBCP and women's contact support role as appropriate.
- Participate in supervision as required.

Data Collection, Administration and Reporting

- Ensure client information is recorded in accordance with organisation and funding body requirements, including progress reporting to Corrections Victoria, as required by the program guidelines and as required under the Family Violence Information Sharing laws and guidelines.
- Collate all client(s) concerns for review by the senior team, for evaluation and consideration of program development and training.
- Compliance with requirements regarding the recording of work activities, client data, case records, statistical reporting and other administrative documentation as required.

Continuous Quality Improvement

- Read and comply with of all Relationship Matters' Policies and Procedures and understand any new or updated policy as issued from time to time.
- 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.
- Able to demonstrate a working knowledge of all Relationship Matters' Policies and Procedures.

Workplace Health and Safety

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| <ul style="list-style-type: none"> Comply with safety in the workplace. Take reasonable steps to prevent risks to health and safety. Co-operate with Team Leaders and Management to enable compliance with safety, health and environmental duties. Report workplace incidents, hazards, accidents and emergencies immediately. | <ul style="list-style-type: none"> Understand and abide by all OH&S policies and procedures and communicate these as required. Participate in training, drills and procedures. Report identified risks to the OH&S Representative |
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Key Selection Criteria

- Must qualify as Family Safety Counsellor within the FSV MBCP Standards, which currently requires the following:
 - Family safety contact workers will hold a relevant tertiary undergraduate degree (in social work, psychology, counselling or a related subject) and have completed Victorian Risk Assessment and Risk Management Framework training
 - has a demonstrated understanding of the men's behaviour change process and the gendered nature of male family violence
 - has experience in direct service provision with women in the context of family violence; OR
 - hold the Graduate Certificate in Client Assessment and Case Management
- A tertiary qualification, or working towards a tertiary qualification in, Social Work, Youth Work, or the behavioural sciences.
- An understanding and practical knowledge of the Family Law Act 1975.
- Client focused practitioner.
- Experience in education or preventative programs, family violence intervention, group work, within a feminist theoretical framework.
- A proven self-starter, with an ability to maintain professional independence and the ability to work in a self-directed manner.
- Personal commitment to professional development.
- Capacity to meet deadlines and work within specified timeframes.
- Computer literacy is essential.

Personal Qualities

- High level interpersonal and communication capacities
- Affinity with Relationship Matters' values
- Generosity of spirit
- Capacity to 'join in'
- Team player

Terms and Conditions

- Salary will be negotiated according to qualifications and experience and in accordance with the Social Community Homecare and Disability Services Award 2010.
- The position is subject to ongoing funding and satisfactory annual performance reviews.
- As an agency funded partially through the Commonwealth Department of Social Services all employees are required to sign an Oath of Confidentiality.
- Travel to the branches of the organisation, including some direct service provision from these sites and other locations, including travel at short notice.
- Evening direct service provision is commonly required of this position.
- A current driver's licence is essential.
- Opportunity to access salary packaging according to Relationship Matters policy.
- Access to Employee Assistance Program.
- Position is subject to maintaining a current Working with Children Check and a satisfactory National Police Check.

Acknowledgements

Position:	Family Safety Counsellor (Women's Contact) – MBCP		
Name:			
Signature:		Date:	
CEO's Name:	Maya Avdibegovic		
CEO's Signature:		Date:	
Probationary Review:	6 Months	Date:	