

Family Violence Case Manager (Men) Position Description

Position Details	
Title:	Family Violence Case Manager (Men)
Level:	SCHADS 2010 Award Level 5
Time Fraction:	
Position Relationship:	Reporting to Manager Family Violence Programs
Principal Location:	Melbourne CBD
Position Purpose:	Responsible for intake assessment of clients for Men's Behaviour Change Program (MBCP) and the provision of case management and case work for men who use violence against intimate partners, children and others, where appropriate. The role involves developing a holistic case plan with the client to address issues that impact on their lives and decrease the likelihood of increased violence in the home and community.
Major Responsibility Areas	

Case Management and MBCP intake Assessment

- Intake and assessment of men referred via Corrections Victoria under a case management model and for self-referred clients wanting to attend MBCP.
- Risk assessment, safety planning and risk management in conjunction with the family violence team members and other service providers as required.
- All Corrections Victoria and Relationship Matters documentation is read, understood, and utilised
- Engagement with client group
- Facilitating Men's Behaviour Change Programs and One to One Men's Behaviour Change Programs for clients who don't meet criteria for group work.
- Development of a case plan with the client to address immediate, intermediate, and long-term goals.
- Undertake consultation, case coordination and information sharing with relevant services, including women's services.
- Liaison and referral to appropriate services including internal referral to RM programs
- Make referrals to the Family Safety Counsellor (Women's Contact) for family members, for ongoing risk assessment, safety planning and counselling support
- Work within the Standards and practice principles of FSV, DFFH and DJCS
- Manage required case load in line with targets identified for relevant region.
- Completion of required reporting to Corrections Victoria

Marketing / Promotion / Networking

- Assist in the preparation of any required reports, service plans, work plans, tender documents, submissions, and correspondence as required.
- Attend network meetings including the Relationship Matters family violence meeting.
- Represent the organisation on working groups, maintain professional networks and key relationships.
- Manage internal links and relationships with all Relationship Matters management staff.
- Participate in shared projects with other Branches.
- In collaboration with the Executive Manager responsible, respond to enquiries from external organisations.
- Promote and market the organisation's services with relevant community organisations and referral sources.
- Participate in marketing and media events as appropriate.

Data Collection, Administration and Reporting

- Ensure client information is recorded in accordance with organisation and funding body requirements.
- Participate and assist in the facilitation of annual funder evaluations and reviews.
- Ensure compliance with Relationship Matters administrative and reporting requirements.
- Comprehensiveness of data collected including outcomes measurement data and case management data.
- Participate in research survey and data collection as required. Prepare monthly summary reports.
- Collate all clients concerns for review by the senior team for evaluation and consideration of program development and training.
- Engage with active research in relation to Family Violence work as appropriate.

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.

Workplace Health and Safety

- Comply with safety in the workplace.
 - Take reasonable steps to prevent risks to health and safety.
 - Co-operate with all management to enable compliance with safety, health and environmental duties.
 - Report workplace incidents, hazards, accidents, and emergencies immediately.
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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 /FSV Men's Behaviour Change Minimum Standards and the Family Law Act 1975 will be highly regarded.
- Experience in education programs, family violence intervention, group work and crisis intervention in family violence
- Ability to maintain professional independence and to work in a self-directed manner.
- A commitment to ongoing professional development, teamwork, efficient and effective service delivery, and the clients' best interests.
- 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 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

Position:	Family Violence Case Manager (Men)		
Name:			
Signature:		Date:	
CEO:	Maya Avdibegovic		
CEO's Signature:		Date:	
Probationary Review:	Six Months	Date:	