

Position Description



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| Title | Arabic Speaking Family Safety Contact Worker |
| Business Unit | Family Violence Intervention Program (FVIP) |
| Location | Level 1, suite 116, 40 Burgundy street Heidelberg |
| Employment type | Casual |
| Reports to | Family Safety Contact Team Leader |

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albany-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The role supports family safety contact work, predominantly within the Arabic speaking demographic, for the affected family members of men who attend the FVIP Men's Behaviour Change program. The role will include safety planning, advocacy, referral and ongoing support once the men are allocated into a group.

3. Scope

Budget: nil

People: nil

4. Relationships

Internal:

- FVIP Team
Internal programs of Uniting

External

- Department of Health Human Services (Child Protection)
- Berry Street Northern Family & Domestic Violence Service
- Orange Door
- Heidelberg Court

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- Safe Steps
- Housing providers

5. Key responsibility areas

Service delivery

- Have a clear understanding of working in a feminist framework and maintain current knowledge of family violence related legislation, regulation, theories and frameworks.
- Undertake ongoing risk assessment and development of strategies to address risk for family members affected by family violence.
- Provide crisis management and short-term counselling for family members who have experienced Family Violence.
- Provide referrals, support, information and safety planning for family members of men in the MBCP.
- Liaise with FVIP staff providing Men's Behaviour Change group programs.
- Secondary consultation with Uniting staff regarding clients with Family Violence issues.
- Liaise with staff from external agencies regarding referral pathways and case consultation, and provide safety information where required.
- Maintain appropriate networks with other services/agencies that provide supports for women and children.
- Planning, development and co-facilitation of therapeutic support and psycho-educational groups for women who have experienced family violence.
- Participate in or contribute to the planning and design of therapeutic groups for infants, children, adolescents and their parents impacted by family violence including: promotion, assessment, facilitation and evaluation processes of groups.

Administration

- Participate in the implementation and review of policy and procedures of the Family Safety Contact program.
- Record data for the Family Safety Contact program and prepare statistics as required.
- Participate in program evaluation.
- Ensure incidents, reports, data and case notes are completed in a timely manner

Quality and risk

- Prioritise assessment of risk to all participants of Uniting's FVIP program, as well as to self and colleagues and promptly escalate any safety concerns to line manager.
- Participate in implementation and review of policy and procedures of the FVIP.
- Data recording relating to the women and children's services.
- Assist with preparation of statistics required for the Department of Justice (DoJ) Quarterly reports.
- Participate in evaluation processes.
- Work within a quality framework.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

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- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- Bachelor of Social Work, Counselling, Psychology, Welfare Studies or equivalent.

Experience

- Demonstrated experience in providing individual counselling and support for women impacted by family violence.
- Demonstrated experience in comprehensive assessment.
- Experience in working with complex situations and the capacity to engage vulnerable clients.
- A demonstrated understanding of work with people from a CALD background.
- Demonstrated experience in successfully facilitating groups and workshops.
- Excellent written and verbal communication skills, including report writing skills.
- Intermediate computer skills, including use of Microsoft (Word, Excel, Outlook).

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Theoretical knowledge:** demonstrated understanding of the feminist framework.
- **Sector experience:** demonstrated experience and understanding of the key issues involved for women and children experiencing Family Violence.
- **Stakeholder management:** Demonstrated capacity to develop and foster excellent working relationships in the sector to assist clients to bring about positive change.
- **Social justice mindset:** A proven commitment to social justice and the development of self-determination.
- **Interpersonal ability:** Highly developed adaptive interpersonal communication skills including the ability to engage and empower others.
- **Self-accountability:** Ability to be self-reliant, motivated and accountable in managing multiple tasks and meeting timelines and targets.
- **Team work:** Commitment and ability to work as a member of a team.
- **Language:** Fluent in the Arabic language.
- A current Victorian drivers licence

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

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8. Acknowledgement

I have read, understood and accepted the above Position Description

| | Employee | Manager |
|------------|----------|---------|
| Name: | | |
| Signature: | | |
| Date: | | |