

# Position Description

<b>Title</b>	Therapeutic Specialist – Intake and Assessment
<b>Business unit</b>	Pathways to Resilience, Southern Melbourne
<b>Location</b>	51 Princes Highway, Dandenong
<b>Employment type</b>	Part time (60.8 hours per fortnight)   Ongoing
<b>Reports to</b>	Team Leader – Pathways to Resilience

## 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 Albury-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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

### 1. Position purpose

The Pathways to Resilience program is delivered in partnership between Uniting, EACH and ACF in Southern Melbourne that focuses on addressing the impacts of family violence to ensure children, young people, families and individuals are safe, heal from their experiences of violence and develop resilience into the future. Within the program, Uniting and EACH and ACF provide therapeutic assessment and treatment services to victim/survivors and their children (where applicable) using a range of evidence-based treatment approaches. The position in partnership with EACH and ACF also supports the delivery of therapeutic group work services.

The Intake and Assessment role operates from a lens that privileges the lived experience, including service experience, of Uniting’s diverse consumers and local communities. The position also adopts an intersectional practice approach that understands family violence within the context of intersecting social disadvantage and discrimination, while addressing risk and safety measures.

## Position Description

### Therapeutic Specialist – Intake & Assessment

The primary objectives of the position are to:

- Ensure a multi-systemic, integrated, coordinated, consistent and holistic response to the needs of consumers.
  - Promote the ability of individuals, children, young people and parents/carers (hereafter referred to as 'consumers') to recover from the effects of abuse, family violence, trauma and loss.
  - Ensure that risk and safety concerns are the subject of a continuous cycle of assessment and review using the MARAM framework commencing during the Intake and Assessment phase.
  - Ensure that consumers are empowered to participate in decisions that affect their lives.
  - Promote relational stability, and where there are children/young people in the family, improve opportunities for children and young people to successfully engage and connect with their parent/carer through referral pathways.
  - Resource parents/carers and others to provide nurturing, therapeutic, reparative care for children and young people using a trauma-and developmentally informed framework through assessing individual needs prior to allocation.
  - Work with consumers in a supportive, inclusive and respectful way.
  - Ensure that meaningful, collaborative planning occurs in regards to the cultural needs of Aboriginal and other culturally diverse consumers.
- 

## 2. Scope

**Budget:** *nil*

**People:** *nil*

---

## 3. Relationships

### Internal

- Team Leader
- Manager, Community Programs and Family Violence
- Staff and volunteers (if applicable)
- Staff from Corporate, Support Services and Mission divisions

### External

- Consumers and their families, carers and/or advocates
  - Government departments and other funding bodies
  - Key partners and community services networks
- 

## 4. Key responsibility areas

### Service delivery

- Engage in intake and risk assessment procedures in accordance with program and organisational procedures
- Undertake specialised trauma assessments with consumers referred into the program to assist with the allocation process
- Engage in initial assessment/review of the therapeutic needs of consumers to address the trauma associated with family violence and its impact
- Provide specialist therapeutic support to consumers within the program to promote their recovery from the effects of trauma and abuse, as required
- Work collaboratively with the partnership to deliver therapeutic group programs to consumers, as required
- Focus on, and work continually towards achieving positive, sustainable consumer outcomes

## Position Description

### Therapeutic Specialist – Intake & Assessment

- Actively and collaboratively support access and referrals to additional services and supports to enhance consumer outcomes
- Embed strong risk management practices in service delivery and foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks in line with agency policies and procedures
- Develop/deliver training workshops in collaboration with the partnership, as required

#### Teamwork

- Develop and maintain positive, effective relationships with key internal and external stakeholders including consumers, partner agencies, other community service organisations, relevant professionals and government personnel
- Employ a partnership approach to ensure a coordinated, effective and timely service response to consumers
- Contribute to care team meetings as required
- Provide advocacy services alongside and on behalf of consumers where required, eg. to school, police, courts

#### Administrative requirements

- Meet the administrative requirements of the program and organisation including maintaining appropriate case file documentation
- Meet program monitoring and data collection requirements of the program, organisation and funding body - including ensuring targets are met within the designated timeframes
- Provide written reports upon request and where appropriate, including court reports

#### Program development

- Participate in program development, implementation and review of the program, in collaboration with the Team Leader, team, partners and other key stakeholders
- Work with the Team Leader and team to champion the implementation and monitoring of quality assurance measures, innovation and continuous improvements within the program
- Contribute to and develop relevant program documentation, procedures and practice guidelines in consultation with the Team Leader and Program Manager
- Participate, engage and support the research activities of the organisation

#### 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
- 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

## Position Description

### Therapeutic Specialist – Intake & Assessment

---

#### 5. Person specification

##### Qualifications and requirements

- Essential: A Bachelor of Social Work or equivalent as per the mandatory minimum qualification requirements for specialist family violence practitioners
- Essential: Current driver's licence valid in Victoria

##### Experience

- Demonstrated ability to provide direct services in the assessment and treatment of individuals, children, young people and their parent/carers
- Demonstrated knowledge of and skills applying trauma, attachment and neurobiology frameworks and theories
- Substantial experience in the area of family violence, child protection and/or in working with children and/or adults experiencing complex trauma

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - **Consumer focused:** experience providing tailored, evidence-based and culturally-competent clinical assessment and treatment services to victim/survivors and children/young people who have experienced violence and trauma; systems thinker with an emphasis on partnering with victim/survivors, children and young people and their informal/formal support network to achieve optimal, sustainable outcomes; ability to privilege the voice and lived experience children/young people within the context of their family or care arrangement
  - **Intersectional practice:** knowledge and experience in gender equality, diversity and inclusion in the context of family violence services; valuing diversity as a strength and positively champions diversity
  - **Teamwork:** contribution to a positive, collaborative and effective work environment; willingness to be proactive and help others
  - **Achieves results:** successfully achieving optimal outcomes with individuals, children and young people; ability to balance administration requirements
  - **Professionalism:** execute day-to-day activities in a positive, friendly and enthusiastic manner
- 

#### 6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.**

---