

FAMILY VIOLENCE ADVOCATE - MABELS

How to apply

To prepare your application, please provide the following:

- a cover letter
- resume; and
- responses to the key selection criteria contained in the position description.

Applications that do not clearly address the selection criteria will be disregarded.

Applications close midnight on Sunday, 17 October 2021.

Where to apply

Completed applications may be forwarded to the **Director – Family Violence Initiatives (Principal – Integrated Practice), Marika Manioudakis**; employment@eclc.org.au.

ECLC Recruitment Process

The recruitment process is expected to comprise two stages for short-listed applicants:

- Interview with the selection panel; and
- Professional reference checks.

Applicants may be subject to the following pre-employment checks:

- A current Working with Children Check
- A current Police Record Check
- Proof of the right to work in Australia

The selection panel may conduct additional interviews or assessments at its discretion.

Eastern Community Legal Centre welcomes applications from current volunteers of our organisation. It is the position of Eastern Community Legal Centre however that a person cannot be engaged as both a paid employee and a volunteer of the Centre. Please note that if successful in the recruitment process, any current volunteer would be unable to continue in their volunteering role for the duration of their engagement.

Contact Us

If you have any questions regarding the role, please contact **Susan Amos, Program Co-ordinator (Mabels)** on (03) 9957 2448.

For further information: www.eclc.org.au/employment

Eastern Community Legal Centre knows that our organisation is stronger with a diversity of backgrounds and experience. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.

Position Title	Family Violence Advocate - Mabels
Directorate, Team	Family Violence Initiatives, Mabels (Knox)
Location	Boronia and integrated outreach locations with an initial working from home arrangement due to COVID-19
Position reports to	Co-ordinator - Mabels and WELS
Direct reports	Nil
Classification	5
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2013-2016
Employment type	Permanent, Part Time (0.6 FTE), 22.5 hours per week

About Eastern Community Legal Centre

OUR VISION: Human Rights | Fairness | Justice

OUR MISSION: Eastern Community Legal Centre (ECLC) is a multidisciplinary legal service that works to prevent problems, progress fair outcomes and support the wellbeing and resilience of communities and community members in Melbourne’s East.

Making the most of its abilities and the resources available, ECLC provides:

- information, advice and assistance across a range of legal and related issues
- advocacy to resolve problems at the earliest opportunity
- referrals to community agency partners
- integrated legal services, including through Health Justice Partnerships
- community development and education programs with a focus on rights, responsibilities and options
- primary prevention activities, using broad partnership approaches
- strategic advocacy to change unfair laws and improve systems and practices

OUR VALUES:

<p>Respect Appreciating diversity and treating all people with dignity</p>	<p>Compassion Understanding the underlying causes of disadvantage & offering support without judgment</p>	<p>Advocacy Providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice</p>
<p>Safety Assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing</p>	<p>Justice & human rights Showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities</p>	<p>Strong governance & assurance Practicing proactive and transparent leadership and striving for continuous improvement</p>
<p>Resourcefulness & practicality Finding solutions through working collaboratively and generously sharing expertise</p>	<p>Innovation & entrepreneurship Encouraging new ideas, taking calculated risks to increase impact, and leading by example</p>	<p>Quality & evaluation Building evidence-based practice through a robust monitoring and evaluation culture</p>

Background

Integrated Practice

Integrated practice from a Community Legal Centre (CLC) perspective involves the integration of Community Lawyers, Community Service Professionals and Financial Counsellors working together to address the needs of clients. ECLC is committed to a collaborative approach to service delivery, where the multidisciplinary team comes together to co-ordinate the case support of clients and to ensure that the intertwined legal, health, social and financial needs of a client and their children are considered.

Mabels

Mabels is a Health Justice Partnership between Eastern Community Legal Centre, Boorndawan Willam Aboriginal Healing Service (BWAHS) and three Victorian local government councils. The Program seeks to provide an early intervention response to family violence within the Maternal and Child Health (MCH) context by improving the responses of maternal and child health, legal, family violence and support services in a co-ordinated and integrated manner.

Position Summary

As part of the Mabels program the *Family Violence Advocate – Mabels* will work as part of a team, integrating Mabels clinics within MCH sites to assist and empower women who disclose family violence to their MCH nurses. In addition to the legal and specialist family violence services, Aboriginal women are provided with the option of a specialist family violence service from BWAHS.

The *Family Violence Advocate – Mabels* will engage in integrated practice with the Community Lawyer – Mabels, to provide advocacy, safety planning and support to women experiencing or at risk of experiencing family violence. Using a trauma informed & strength's based approach, the *Family Violence Advocate* will undertake comprehensive risk assessments and support a client's engagement with her legal options and the legal system in seeking safety for herself and her children.

The *Family Violence Advocate – Mabels* will build and develop partnership relationships with each of the program partners and with the MCH Nurses in their region, engage in secondary consultations and provide education as required.

Key Accountabilities

Direct Service Provision

Provide high quality direct support and advice to women and children. This includes:

1. Providing interventions such as risk assessment, safety planning, case planning and short-term client coordination to women who have/are experiencing family violence, at Mabels sites, as part of an integrated family violence practice model
2. Addressing gender and power issues underlying family violence and support women to make informed decisions
3. Providing specialist family violence information and advice to the team and Maternal and Child Health Nurses who seek information from the partners or other organisations
4. Facilitating women and children's access to a wide range of services and resources
5. Actively engaging in Mabels processes in place to ensure integration across all areas of the program
6. Ensuring compliance with professional indemnity insurance scheme
7. Utilising ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation

Integrated Practice

8. Working in collaboration with Community Lawyer within the Mabels Program, where clients have consented to Integrated Practice
9. Where clients identify as Aboriginal, or mothers of Aboriginal Children, working collaboratively with Partner Aboriginal community-controlled organisation, if consented to by client
10. Active engagement in client reviews with the Program Co-ordinator and the Mabels Team
11. Active engagement and collaboration with all Mabels team members, including reflective practice and peer supervision

Community Development

As agreed with the Program Co-ordinator – Mabels and in conjunction with Mabels staff, provide educative and preventative programs on family violence. This may include:

12. Engaging in partnership development activities with agencies and other local parties in order to build awareness of the service and the issue of family violence in the Eastern Metropolitan Region
13. Providing community education presentations and seminars

General

14. Word processing of documentation and correspondence and ensure relevant and appropriate records are kept
15. Provide written reports as requested
16. Ensure an understanding of, and abide by, all professional obligations relating to legal professional privilege and maintaining client confidentiality within a multidisciplinary team

Organisational Participation

17. Undertake professional development in consultation with manager/supervisor
18. Actively participate in meetings and supervision with manager/supervisor
19. At all times comply with ECLC policies and procedures, as varied from time to time
20. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
21. Understand and demonstrate ECLC values
22. Undertake other duties or responsibilities, as directed, within the scope of this role and consistent with skills, qualifications and experience as may be required from time to time

Decision Making

23. Decision-making authority over day to day workflow
24. Strategic or program decision making made in consultation with the Program Co-ordinator – Mabels.

Key Capabilities

The Key Capabilities apply to all ECLC employees and describe the capabilities that are needed to meet our strategic goals.

Capability	Description
Communicating with Others	<ul style="list-style-type: none">▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations

Capability	Description
	<ul style="list-style-type: none"> ▪ Negotiates confidently from an informed and credible position ▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions
Working with Others	<ul style="list-style-type: none"> ▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably ▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships ▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues ▪ Focusses on group results & celebrates teams' successes
Taking Action	<ul style="list-style-type: none"> ▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions ▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective ▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately ▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others ▪ Contributes to and participates in process improvement and new approaches/ideas
Coping with Pace, Challenges and Change	<ul style="list-style-type: none"> ▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change ▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances ▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development ▪ Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others
Leadership	<ul style="list-style-type: none"> ▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards ▪ Supports an organisational culture that reflects ECLC values and vision ▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners ▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness

Key Relationships

Contact / Organisation	Purpose of Relationship
Internal	
<i>Director – Family Violence Initiatives</i>	Interaction to ensure alignment with organisational strategic objectives
<i>Program Manager – Family Violence Initiatives</i>	Regular interaction in relation to the development and completion of Mabels objectives and key activities

Contact / Organisation	Purpose of Relationship
<i>Principal Lawyer – Family Violence Initiatives</i>	Regular interaction to ensure alignment with the Legal framework
<i>Program Co-ordinator - Mabels</i>	Direct line manager, to actively engage in supervision and performance processes, receive regular feedback and support engagement with client review processes
<i>Partnership and Training Co-ordinator - Mabels</i>	Regular interaction in relation to the development and completion of Mabels partnership, training and community development activities
<i>Community Lawyer - Mabels</i>	To undertake and actively engage in interated practice and support with the Community Lawyer - Mabels, to provide early intervention advice and support for women experiencing or at risk of family violence through the Mabels program
<i>Mabels Team</i>	Participate in Mabels team meetings, client reviews, community education, and all Mabels processes
External	
<i>Knoc City Council, MCH services</i>	To establish and maintain strong relationships and ensure quality service delivery
<i>Boorndawan Willam Aboriginal Healing Services</i>	To establish and maintain strong relationships and ensure culturally safe and quality service delivery

Key Selection Criteria

Qualifications and Specialist expertise

1. A relevant tertiary qualification in Health/Social Sciences, and/or extensive experience in the community/welfare sector.

Knowledge and skills

2. Demonstrated experience and understanding of the social and gendered context of domestic/family violence in the context of intimate partner violence
3. Demonstrated competency in discharging the responsibilities of the role
4. Demonstrated significant experience in providing specialist family violence services
5. Demonstrated experience working with or within a multi-disciplinary environment particularly in family violence/child protection
6. Demonstrated computer literacy and experience in undertaking own administrative duties (e.g. word processing, file management)
7. Excellent communication skills as a motivated self-starter who can work independently and remotely and also work effectively in a team environment
8. Community language or experience working with people from Culturally and Linguistically Diverse (CaLD) and/or Aboriginal and Torres Strait Islander backgrounds
9. Experience working in or demonstrated knowledge of the justice system and family violence processes in a legal context
10. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation

Personal qualities

11. Ability to contribute to a positive working environment
12. Team orientation
13. Ability to work under pressure
14. Discretion and professionalism
15. Understanding of the practice of feminist principles and values within a family violence context

Additional Information

Child Safety	ECLC 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 ECLC is subject to a current Working with Children Check
Cultural competency	ECLC strives to maintain a culturally competent and inclusive workplace. All staff are expected to undertake cultural competence training.
Equal Opportunity	ECLC is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.
Flexible Working	ECLC promotes flexible working in order to balance personal and work needs, including working from home and flexible work hours. ECLC also operates a flexi-time system.
Health, safety and wellbeing	<p>ECLC is committed to ensuring the physical and psychological health and safety of all employees, volunteers and other people involved in our organisation activities. Our people are expected to comply with our Health and Safety policy and procedures.</p> <p>It is the employee's responsibility to:</p> <ul style="list-style-type: none"> ▪ Comply with instructions and take reasonable care to ensure their own health and safety, and that of others ▪ Participate in the development of a healthy and safe workplace ▪ Immediately report to their supervisor any perceived health and safety risk, and report any injury or illness immediately where practical, including completion of incident/injury forms ▪ Not place others at risk by any act or omission ▪ Use equipment safely and in a responsible manner
Pre-employment verification	<p>Appointment may be subject to satisfactory completion of screening requirements including but not limited to:</p> <ul style="list-style-type: none"> ▪ A current Police Record Check ▪ Verification of work right in Australia ▪ Certified copies of qualifications
Self-referral	It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.
Work environment	<p>Due to the current pandemic, this position includes an initial working from home arrangement. The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer.</p> <p>Some travel may be necessary between office sites and to attend outreach locations and/or meetings. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.</p> <p>Occasional evening commitments.</p>

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that ECLC reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name:		Signature:		Date:	
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