
Information Pack

Court Advocacy Support Worker

Dear Applicant,

TFSS is looking for a part-time fixed-term Court Advocacy Support Worker to be part of the Women's Domestic Violence Court Advocacy Service (WDVCAS) team. The position is part-time (21 hours) per week for a fixed term period concluding 30 June 2022, due to Government funding.

The WDVCAS program advocates on behalf of women and children who have experienced, or are experiencing, domestic violence and facilitates their access to the justice system to obtain effective legal protection. The Court Advocacy Support Worker primarily responds to referrals, supporting victims by conducting threat assessments, safety planning and referring to other services to address a range of client needs. The Court Advocacy Support Worker will also be responsible for building relationships with key stakeholders and engaging in community development activities throughout the Liverpool Plains local government area.

This position is physically based in the WDVCAS Oxley Region in either Quirindi or Gunnedah and requires regular travel throughout the Oxley Police District and other service areas.

All staff are valued and respected and are presented with genuine opportunities to develop their full potential. TFSS also recognises the importance of a healthy work/life balance, and you will enjoy some flexibility in your working hours if required.

Included in this package you will find the:

- Position Description, including
- Selection Criteria

Please return your application(s) to: Human Resources Officer
TFSS
P.O. Box 1088
TAMWORTH NSW 2340

or via email to: applications@tfss.com.au

Please ensure that you include the following in your application(s):

- Your up to date resume, including three work-related referees (a minimum of one must be from within the previous 3 years) and,
- A cover letter outlining why you believe you are suited to the role and how you meet each of Selection Criteria as listed in the following Position Description.

Selection for interview will be based on:

1. Applicants returning the above documents, and,
2. Applicants satisfactorily demonstrating each of the selection criteria

For more information, contact: Melanie Gray, Service Stream 6 Manager, Ph: 02 6763 2333

Closing date for applications: Sunday, 17 October 2021

Position Description	
1. Position Title	Court Advocacy Support Worker
2. Service	Homelessness and Domestic Violence Services
3. Program	Women's Domestic Violence Court Advocacy Service (WDVCAS)
4. Location	WDVCAS Oxley Region and requires travel within the Oxley Police District and other service areas
5. Reporting Manager/ Coordinator	Service Stream Manager
6. Relevant Award(s)	Social, Community, Homecare and Disability Services (SCHADS) Industry Award (MA000100)
7. Classification	Social and community services employee, Level 3
8. Position Terms	21 hours per week fixed-term to 30 June 2022 (due to funding)
9. Probation Period	6 months

Selection Criteria
<p>Essential:</p> <p>I. Being female is a genuine occupational requirement of this position and an exemption has been granted under the Anti-Discrimination Act (1977).</p> <p>Prerequisites:</p> <p>II. Relevant certificate with relevant experience, or experience attained through previous appointments, services and/or study of an equivalent level of expertise and/or experience to undertake the range of activities required; or</p> <ul style="list-style-type: none"> – Entry level for graduates with a relevant three year degree that undertake work related to the responsibilities under this level; or – Entry level for graduates with a relevant four year degree that undertake work related to the responsibilities under this level; or – Associate diploma with relevant experience; or <p>III. Demonstrated specialist knowledge of cultural barriers in the Domestic and Family Violence (DFV) context.</p> <p>IV. Demonstrated ability to support communities to value diversity and the importance of culturally safe behaviours.</p> <p>V. Demonstrated understanding of the necessary skills required for effective advocacy and the key elements of effective communication to a variety of audiences.</p> <p>VI. Demonstrated experience of innovative work practice to achieve program objectives.</p> <p>VII. Current clearance in relation to Working with Children.</p> <p>VIII. Current driver's license.</p>
<p>Desirable:</p> <p>I. An understanding of the TFSS Programs.</p> <p>II. Demonstrated knowledge of Work, Health and Safety (WHS) practices and guidelines.</p> <p>III. Understanding of the demographics and relevant issues within the geographical area of the program.</p> <p>IV. Registered and comprehensively insured motor vehicle.</p> <p>V. National Police Criminal History Check.</p> <p>VI. First Aid Certificate.</p> <p>VII. Proof of COVID-19 Vaccination</p>

Organisation Objectives

TFSS is a non-government, community based organisation that has been delivering services to families in Tamworth since 1979. It has more than 80 staff across all programs, operating in Tamworth and surrounding areas including Armidale, Inverell, Gunnedah, Narrabri, Quirindi, Manilla and Barraba. TFSS now comprises of multiple funded programs. These include Government funded programs that are free to the community. The aim of TFSS is to provide help to people in need, ensuring each client receives professional and appropriate services and referrals.

Mission

We work toward achieving our vision through our purpose, which is to:

1. Strengthen and improve social and personal well-being for individuals, families and communities;
2. Promote access, equality and social justice; and
3. Deliver services of quality and value.

TFSS Vision

Thriving Communities, Endless Possibilities

TFSS Values

TFSS is supported by a set of values which guide the way we work, make decisions and provide services. We define these values as:

- Diversity: To accept and appreciate differences
- Integrity: To always act with honesty and professionalism
- Community: To have a sense of responsibility and contribution
- Leadership: To utilise our position to drive change
- Partnerships: To work collaboratively to deliver the best outcomes

Program and Position Objectives

WDVCAS's are funded by Legal Aid NSW. The role of the WDVCAS program is to provide a high quality holistic service to women and children who have experienced or are experiencing domestic violence.

Our purpose is to:

- Assist women and children to obtain effective legal protection from NSW Local Courts through applications for Apprehended Domestic Violence Orders (ADVO) designed to meet their specific needs
- Ensure access to and understanding of the ADVO and criminal justice process, and to refer to appropriate and effective legal representation
- Facilitate women and children to access a network of professional services that can assist them with their legal and social welfare needs
- Work collaboratively with communities and other services to build capacity to respond effectively to Domestic and Family Violence

The work of the Court Advocacy Support Worker includes but is not limited to the following duties:

- Accepting referrals direct from government agencies and non-government services;
- Contacting clients referred to the WDVCAS in a timely manner, conducting a threat assessment to ascertain their current risk status and undertaking safety planning to address a client's immediate safety needs;

- Liaising with the SAM Coordinator to ensure all clients assessed as 'at serious threat' are placed on the agenda for the next SAM when necessary;
- Providing relevant information and making warm referrals to a range of service providers to assist clients with their ongoing needs;
- Liaising with clients in relation to Safety Action Plans developed at SAMs and/or support provided, or arranged, by the WDVCSs;
- Engaging in community development activities;
- Attending court on AVO list days and other days as required to provide information, assistance and court advocacy for WDVCS clients as directed by the WDVCS Manager;

- Developing and maintaining strong working relationships with key WDVCS partners including the NSW Police Force, Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services;
- Complying with the SAM Manual and the Domestic Violence Information Sharing Protocol;
- Fulfilling reporting requirements for the WDVCS database and the CRP in line with the WDVCS Service Agreement, the WDVCS Policy and Procedure Manual and SAM Manual; and
- Assisting the SAM Coordinator to develop and administer policies, systems and processes for the effective operation of the WDVCS and SAMs.

Essential Skills and Knowledge

- Understanding of domestic and family violence, its complexities and consequences.
- Knowledge and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues;
- Ability to deliver services in accordance with the WDVCS best practice model of service delivery outlined in the WDVCS Service Agreement, the Policy and Procedure Manual, the SAM Manual and operational documents;
- Ability to work with the local community to promote awareness of domestic and family violence and WDVCS services;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution;
- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support;
- Excellent organisational and administrative skills.

Key Capabilities		
Stream	Descriptor	Tier
Community and Interagency Relations (Community engagement, sectoral awareness and working collaboratively with other stakeholders in formal and informal partnerships)	Networks and Stakeholders Community Partnerships and collaboration Social Justice	1.1.1 Utilises own community networks to achieve established outcomes. 1.1.2 Contribute to staff forums and meetings about key community issues. 1.2.2 Participates effectively in networks and community meetings to advance organisational objectives. 1.2.3 Works collaboratively with other organisations in formal and informal partnerships to achieve client outcomes. 1.2.5 Demonstrates commitment to social justice and social inclusion.
Professionalism (Skills associated (Skills associated with professional conduct such as self-management, ethical behaviour, taking responsibility, problem solving and initiative)	Time Management Ethics Taking Responsibility Problem solving Initiative and Enterprise	2.2.1 Manages time and uses tools effectively to assist with planning and organising. 2.4.2 Models organisational values and preferred behaviours and promotes the Code of Conduct. 2.1.3 Takes responsibility for work outcomes and enacts authority as defined in the Position Description 2.1.4 Demonstrates common sense, and uses established strategies to solve routine problems 2.1.5 Contributes to ideas for improved ways of working.
Communication (All forms of communication, such as advocacy, negotiation, written and verbal communication and interpersonal style)	Advocacy Written Communication Verbal Communication Public Interpersonal Skills	3.2.1 Advocates for clients to advance their interests 3.1.2 Provides accurate written information using forms, log books, templates appropriate to the task. 3.1.3 Speaks politely and explains issues and information clearly to clients, members and colleagues. 3.1.4 Participates actively in staff meeting and shares information to improve work environment outcomes 3.2.5 Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications.
Leadership and Teamwork (Leadership and challenges associated with working together,	United Vision Strategic Focus Team Dynamics Conflict Management	4.1.1 Maintains enthusiasm and understands own role in achieving the organisational mission. 4.1.2 Follows work plan and prioritises key tasks. 4.1.3 Openly shares information, participates and contributes to team discussion. 4.1.4 Consider the views of others and aims for team cohesion.

Key Capabilities		
Stream	Descriptor	Tier
such as dealing with difference, conflict, shared goals and team morale)	Diversity	4.1.5 Values diversity in the team and supports colleagues
Resources, Assets and Sustainability. (Necessary skills in the effective use of financial resources, assets and equipment as well as building the organisation's assets and sustainability.	Procurement Equipment and assets	5.1.3 Makes low cost purchases and achieves value for money. 5.1.4 Takes care when using and maintaining equipment and aids.
Service Delivery (Working with a broad range of clients, communities and stakeholders, maintaining awareness of client issues and ensuring client dignity and confidentiality)	Reflective Practice Knowledge of client issues Client Outcomes Diversity Client confidentiality and dignity	6.2. 1 Demonstrates reflective and evidence based practice. 6.2.2 Builds knowledge of client issues and requirements to improve practice 6.2.3 Provides clients with high quality service and appropriate referrals 6.3.4 Supports team to value and work effectively with client diversity 6.4.5 Fosters a culture of respect for clients confidentiality and dignity
Program Management and Policy Development Necessary skills in the management of programs, campaigns, projects and contracts as well as policy development and implementation to guide work practices.	Achieving Results Complaints handling and continuous improvement	7.2.3 Ensures clarity of understanding of required work, fulfils program and project responsibilities, and achieves performance targets. 7.2.5 Utilises feedback from complaints to improve programs and reviews own performance

Key Capabilities		
Stream	Descriptor	Tier
Change and Responsiveness (Adapting to a change environment, responding to new and emerging trends through skill acquisition, the use of technology and creative and innovative work practices)	Change adaptability Multi-skilling Creativity and Innovation Technology Learning and Development	8.1.1 Maintains a positive approach to change and adapts to new or different ways of working. 8.1.2 Takes advantage of opportunities for learning and growing skills. 8.1.3 Identifies opportunities to do things better, develops ideas with others and assists with the implementation of routine change. 8.2.4 Supports the use of new technology and develops skills to master new technology. 8.1.5 Prepares own development plan in consultation with Service Stream Manager
Governance and Compliance (Systems and processes to implement the strategic plan and the management of quality, risk, WHS and legislative compliance)	Strategy Quality Risk Management WHS Legislation and Compliance	9.1.1 Achieves targets in work plan and understands link with strategic goal. 9.1.2 Ensures that own work meets the organisations quality requirements 9.1.3 Ensures that risks are identified and reported in own work context. 9.1.4 Ensures safety of self and others in work environment 9.2.5 Is aware of relevant legislation and licensing requirements and ensures compliance in work practice

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Key Competencies	<ul style="list-style-type: none"> • Build and maintain a professional rapport with each service program within TFSS; • Implement an understanding of the Children and Young Persons (Care & Protection) Act [1998]; • Prioritise to achieve the objectives of TFSS and the objectives of each program; • Provide appropriate communication based on the audience receiving; • Follow processes and systems to maintain accurate records. 	As per TFSS policies and procedures

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Responsibilities	<p>To contribute to the operational objectives of the work area, a position at this level may include some of the following:</p> <ul style="list-style-type: none"> • Undertake responsibility for various activities in a specialised areas; • Exercise responsibility for a function within the organisation; • Allow the scope for exercising initiative in the application of established work procedures; • Assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of such an employee within the workplace; • Provide administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work; • Assist with or provide a range of records management services, however the responsibility for the records management service would not rest with the employee; • Proficient in the operation of applicable computer programs; • Supervise a limited number of lower classified employees or volunteers; • Allow the scope for exercising initiative in the application of established work procedures; • Deliver single stream training programs; • Co-ordinate elementary service programs; • Provide assistance to senior employees; • Where prime responsibility lies in a specialised field, employees at this level would undertake at least some of the following: <ul style="list-style-type: none"> – undertake some minor phase of a broad or more complex assignment; – perform duties of a specialised nature; – provide a range of information services; – plan and co-ordinate elementary community-based projects or programs; – perform moderately complex functions including social planning, demographic analysis, survey design and analysis 	As required

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Workplace Standards	<ul style="list-style-type: none"> • Comply with the Quality Improvement Policy; • Promote and demonstrate a commitment to continuous improvement across TFSS; • Understand and comply with TFSS policies, procedures and workplace standards; • Maintain and ensure privacy and confidentiality; • Take active responsibility for your own well being in the workplace and gain assistance if required; • Use TFSS resources efficiently and effectively and treat them with due care; • Advise your manager of any obligations in relation to secondary employment; • Report any improper conduct; • Assist in the general maintenance, cleanliness and presentation of workplace facilities. 	As per TFSS policies and procedures
Organisational relationships	<ul style="list-style-type: none"> • Graduates work under direct supervision • Works under general supervision except where this level of supervision is not required by the nature of the responsibilities undertaken (<i>see Responsibilities above</i>); • Operate as member of a team; • Supervision of other employees. 	As required
Finance and Administration	<ul style="list-style-type: none"> • Accurately and objectively report feedback; • Ensure completion of timesheets and have them sent through to the Service Stream Manager weekly/fortnightly; • Ensure all appropriate receipts and travel claims are sent through with time sheets. 	As per TFSS policies and procedures
Professional Development	<ul style="list-style-type: none"> • Actively participate in 1:1/supervision; • Assist management to identify employee's own professional development needs; • Attend relevant professional development opportunities in order to fulfil your role; • Participate in cultural competencies, training and activities; • Where required, provide in-house training to other TFSS staff at the completion of training attended outside the service; • Actively participate in a service evaluation and staff appraisals, review of job descriptions; • Attend relevant meetings in relation to your role. 	<p>Successful completion training courses</p> <p>Applied knowledge and skills in the workforce</p>

Position Specific Function		
Key Performance Area	Expected Outcomes	Key Performance Indicator/s
Safety & Risk Management	<ul style="list-style-type: none"> Take reasonable care of your own health and safety; Take reasonable care that your own acts or omissions do not adversely affect the health and safety of others; Comply, so far as you are reasonably able, with reasonable instructions, policies and procedures to assist TFSS to comply with the Work Health and Safety Act; Raise any concerns in relation to WHS with your Health and Safety Representative or Manager; Report all accidents, incidents, injuries, hazards and equipment faults to your Supervisor, Manager or Health and Safety Representative immediately; Report to work in a fit and proper condition, so that you are able to competently undertake your duties. 	As per TFSS policies and procedures
Client Safety & Child Protection	<ul style="list-style-type: none"> Provide a safe, comfortable physical environment for clients and their children; As a mandatory reporter you have a legal obligation to report to the Community Services Helpline any incidences of child abuse and neglect or if you have reasonable grounds to suspect that a child is at risk of harm to children and/or young people; Report any misconduct committed by staff against a person under 18 years; Ensure that your actions do not expose clients or children to harm; Assist in the reporting any complaints and investigation of all relevant issues as prescribed by the NSW Ombudsman Act 1974 (NSW). 	As per Children's and Young Person's (Care and Protection) Act Chapter 16 A
Professionalism and Conduct	<ul style="list-style-type: none"> Work as part of a team in delivering quality outcomes for TFSS; Maintain professional relationships with TFSS program, Funding Body/s, community at large and all relevant stakeholders. 	As per TFSS policies and procedures
Complaints	<ul style="list-style-type: none"> All complaints are acted on and handled within policy; Manager is aware of complaints immediately. 	As per TFSS policies and procedures

Extent of Authority

- Act within policy and procedure;
- Graduates receive instructions on the broader aspects of the work;
- Freedom to act within defined established practices;
- Problems can usually be solved by reference to procedures, documented methods and instructions;
- Assistance is available when problems occur.

Decisions that are Referred to your Manager

- All issues that require a sign off/approval from the Service Stream Manager or those with the delegation of authority to do so;
- Issues outside of policy guidelines;
- Complaints from families or service providers;
- Requests for new business from Funding Bodies;
- Complaints from Funding Bodies.

Conditions of Employment:

All TFSS workers are bound by the terms and conditions contained within the:

- TFSS Letter of Engagement;
- The Position Description;
- The relevant Industrial Award (s);
- TFSS Policies and Procedures and program specific protocols and guidelines;
- The TFSS Code of Conduct, as amended and endorsed by the TFSS Board of Directors from time to time.

It should be noted that you may need to perform other duties within your competence and knowledge as directed from time to time to meet our operational needs and we (TFSS) reserve the right to vary the above position description at any time in response to the changing needs of the program and organisation.

Employee's Signature

Dated

Employee's Name

CEO/Manager's Signature

Dated

CEO/Manager's Name