



# Laynhapuy Homelands Aboriginal Corporation

## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Co-ordinator, Family Violence Service</b>
<b>Reports to:</b>	Chief Operating Officer
<b>Direct Reports</b>	Two part-time Outreach Workers
<b><u>Prime Function</u></b>	

To co-ordinate the Family Violence Service to the identified clients.

### **Key Duties:**

1. Ensure the service meets the outcomes set in the DSS Funding Agreement.
2. Establish a service model that meets the needs of the Yolngu clients in the client region.
3. Conduct clinical sessions with clients, including, but not limited to, assessment, counselling and referral.
4. Develop an appropriate education framework for promoting the service to the community.
5. Supervise the work of two Outreach Workers.
6. Prepare all performance reports for submission.
7. Monitor the budget.
8. Ensure the service meets all relevant professional standards and statutory requirements such as mandatory reporting under the *Care and Protection of Children Act* and the *Domestic and Family Violence Act*.

### **Selection Criteria:**

1. Qualifications in social work, psychology or counselling and registration/accreditation by a recognized Australian professional body (e.g. Australian Counselling Association).
2. Knowledge of and experience in of trauma-informed care, preferably with children and families.
3. Demonstrated working knowledge of financial systems and Microsoft Office products.
4. Demonstrated supervisory skills and experience.
5. A mature and professional approach with demonstrated effective conflict resolution, negotiation, oral, written communication and cross-cultural skills.
6. A commitment to ethical behavior and social justice that can positively influence colleagues and community.
7. Personal resilience and the ability to exercise sound and mature judgement in a complex and difficult environment.
8. A high degree of self-sufficiency and the ability to work both by themselves and within a team context.
9. Current Class C driver's licence
10. Criminal Check and Working with Children and Vulnerable People Clearance