



## FAMILY VIOLENCE OUTREACH SUPPORT WORKER POSITION DESCRIPTION

October 2021

### Organisational overview

Flat Out Inc. is a state-wide advocacy and support service founded in 1988 for women who have had contact with the criminal justice and/or prison system in Victoria. It is an independent, not-for-profit, community-based organisation that is managed by and for women.

Flat Out Inc. leads and participates in research and community education, seeking to inform the wider community about the harms that occur for women in the criminal justice system. We build on the intrinsic connections between service delivery and social change work that have been present since Flat Out's inception.

Flat Out Inc. works directly with women who have experienced criminalisation and/or incarceration to improve the rights and conditions of women in prison. Flat Out Inc. aims to prevent women from going to prison and to keep women out of prison once they are released.

Flat Out Inc. has a strong voice in the prison abolition movement in Australia and internationally. Our vision is that prisons be widely understood as reflections of poverty, trauma and discrimination, as worsening crime, and serving elite financial interests. Flat Out seeks to work alongside diverse communities to end all forms of inequality and injustice, by creating evidence-based alternatives to incarceration.

Flat Out Inc. receives government funding through the Department of Families Fairness and Housing (State) and the Department of Health (Federal), for the purpose of providing individualised support and advocacy for women (with or without children) to address homelessness, drug and alcohol treatment and a range of other support and advocacy needs, in order to address underlying causes of criminalisation. Current grant funders include the Legal Services Board, Family Safety Victoria, and the Brian and Virginia McNamee Foundation.

The Flat Out team is located at the Queen Victoria Women's Trust Centre, Wurundjeri Country, Level 2, 210 Lonsdale Street, Melbourne 3000.

### Terms and conditions

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010, National Employment Standards and Flat Out Inc Policy and Procedure Manual
- **0.4 EFT 60.8 hours (4 days) per fortnight.** Days and hours of work are negotiable and will require flexibility and include some out of hours work. Flexitime and Time in lieu arrangements are available.
- Six month contracted position with a view to extend.
- **SCHADS Award SACS Level 5**
- Salary packaging of up to \$15,900.00 is available.
- Over Award – Additional week annual leave pro rata with leave loading.
- All offers of employment at Flat Out Inc are subject to a six-month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- The position reports to the Advocacy Coordinator – Policing and Family Violence
- Please note this position is subject to the Equal Opportunity Act 2010 – Human Rights List - Exemption - to employ Women Only (No: H154/2017). Trans and Gender Diverse people are also welcomed to apply.

## About the Policing Family Violence: Changing the Story Project

The position is funded through the *Policing Family Violence: Changing the Story* project, an integrated project working at the intersection of interpersonal and state-based gender violence. The project works specifically to respond to harm related to family violence policing, and to intervene into and prevent criminalisation of survivors.

The *Policing Family Violence: Changing the Story* project provides specialist legal assistance, casework and other support to people impacted by family violence policing. It also works to drive collaborative, sector-based strategic advocacy for police accountability, and to build capability within the legal sector to improve responses to survivors.

## FV Outreach Support Worker – about this position

This position will work closely with other Flat Out program staff, reporting to the Advocacy Coordinator – Policing and Family Violence, and will work closely with workers at partner organisations including the Police Accountability Project (Flemington & Kensington Community Legal Centre), the Law & Advocacy Centre for Women, Inner Melbourne Community Legal and St Kilda Legal Service where appropriate.

The *Family Violence Outreach Support Worker* works independently, under limited direction and assists in the development of operational policies and practices. A high level of personal skill is required.

Based in Lonsdale Street, Melbourne. Some flexible working arrangements at partner organisations may be negotiated.

This position will require some travel to attend meetings, outreach, training etc. Travel costs will be reimbursed. If a private car is used, then comprehensive insurance is required.

## FV Outreach Support Worker - role responsibilities

- Provide social work support to people who are supported by the 'Policing Family Violence: Changing the Story' project
- Maintain regular contact with each person identified for outreach assistance (including those in custody) and provide appropriate support and referrals, including assistance with family violence safety planning, risk management and other support
- Actively support and facilitate contact between people supported through the project, partner legal services/lawyers and any barristers, where engaged
- Co-advocate with people we support in communications with other agencies, where possible
- Actively assist people to get to court, appointments with doctors, counsellors and support workers and advocacy engagements
- Assist people to collect documents when required, for example evidence-gathering for legal matters, legal aid applications/fee waiver applications; documentation for Flexible Support Packages
- Maintain succinct file notes of communications in relation to each person supported, and provide these for confidential and de-identified project review, systemic advocacy or reporting if required
- Be present in meetings with project lawyers who visit people we assist in their homes or at other locations as requested
- Keep people up to date with their cases and relevant Policing Family Violence project information, and campaign events or groups that might be of interest to them
- Attend case review and case conferencing meetings regarding outreach support work
- Actively identify and foster connections with other support services to conduct warm referrals
- Conduct occasional outreach and training to project partners and relevant support services, to detail support work and practice through the project and facilitate intake referrals

### *Operational responsibilities*

Flat Out is committed to providing support and advocacy at the highest professional standard. Employees are responsible for the efficient, responsive and professional delivery of services and advocacy within a feminist and abolitionist framework for practice. As part of the Flat Out team, the Family Violence Support worker will be required to attend:

- regular and/or informal meetings with their direct line manager for professional supervision, work plan development, etc.
- fortnightly team meetings
- training and employee development opportunities.
- Work in a multidisciplinary team and an ability to work collaboratively as well as independently;
- Supervise volunteers.
- This position exercises a high degree of autonomy;
- Manages their own work area

All staff at Flat Out are expected to:

- Participate in the review and development of agency policy and procedures as required.
- Provide reports to the Flat Out Board where relevant, and progress reports to funding bodies as required.
- Comply with Flat Out policies and procedures and practice manuals, program standards, funding and service agreement requirements and other relevant agency obligations, where relevant.
- Contribute to developing the content on Flat Out's website and or other social media platforms where relevant.
- Undertake other role related duties where relevant and as requested.

### **Key Selection Criteria**

#### **Skills, knowledge, experience, qualification and training**

- Demonstrable experience in family violence support work
- Strong and demonstrable commitment to social justice, community development and the aims of the project
- Demonstrated understanding of and an ability to work in an abolitionist framework and practice strength-based or response-based approaches when working with criminalised people and people experiencing family violence
- Ability to assess client support needs, identify risk and enact basic safety planning as required;
- Ability to work in a multidisciplinary team and an ability to work collaboratively as well as independently
- Ability to organise time, set priorities, work with minimal supervision and seek secondary consultations and support when required.

#### **Mandatory qualifications and requirements**

- A tertiary qualification or substantial years of relevant experience in social work, family violence support work or related field;
- Current driver's license.
- Demonstrated high level computer, internet and social media platform skills.

## Desirable

Familiarity with the political context of policing of family violence in Australia; and demonstrated collaborative team working experience would be advantageous.

People with lived experience of family violence and or state-sanctioned violence/lived experience of the impacts of policing; Aboriginal and Torres Strait Islander people and people from BIPOC and Culturally and Linguistically Diverse Communities (including refugee and asylum seekers and women from emerging and established communities), are encouraged to apply.

## Applications and/or Expressions of Interest

### **How to apply for this role:**

**Applications must include a cover letter and must address the key selection criteria.**

**All applicants must address each key selection criterion in writing and provide the names and contact numbers of three recent professional referees.**