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| **Integrated Support Officer**  (Domestic and Family Violence) | **NEW LOGO 2021.jpg** |
| **Award/Stream:** |  |
| **Section/Classification Level:** |  |
| **Reports To:** | **Executive Manager of Community Services** |
| **Department:** | **Justice Group** |

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| **Position Purpose** *(brief statement outlining why the role exists)***:** |
| Reporting to the Executive Manager of Community Services, the Integrated Service Officer (DVF) is responsible for working with the broader community and agencies to provide court support to victims and perpetrators of Domestic and Family Violence. Client assistance will include explaining court processes and terminology to make sure victims and perpetrators understand obligations arising in Court orders and conditions.  The Community Justice Group program works towards addressing Aboriginal and Torres Strait Islander offender and victim contact with the justice system through court based support, and encouraging referrals to culturally appropriate support services to improve quality of life and to increase the cultural understanding in the court and wider criminal justice system. |
| **Accountability Statement:** |
| This position is a pivotal role within Pormpuraaw Aboriginal Shire Council and the community. We are seeking a passionate employee with integrity who honours the respect and trust invested in them by P..AS.C. We all work within the framework of the Local Government Act, and, therefore as government officers are bound to ensure that all our actions and decisions are made honestly, transparently, with integrity, following due process. |
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| **Major Responsibilities** |
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| 1. Assist victims and perpetrators to access and attend counselling and support programs |
| 1. Provide education and information on court process relating to domestic and family violence applications and orders. |
| 1. Assist in the explanation of orders to persons that supports compliance and understanding of terms and conditions |
| 1. Work with local and other service providers to prompt referrals to programs that address the causes of domestic and family violence |
| 1. Provide court based process support to victims and perpetrators as appropriate. |
| 1. Work with local DFV stakeholders and services in assisting victims and perpetrators with access to the court system and appropriate programs. |
| 1. Link with Correctional Centres and rehabilitation services to support victims and perpetrators returning to Pormpuraaw. |
| 1. Participate in local interagency forums relating to DFV and CJG service provision. |
| 1. Work integrally with the Community Justice Group Coordinator, CJG members and Elders. |
| 1. Complete the Community Justice Group Coordinator duties when they are on leave including but not limited to:  * Front counter enquiries – ordering birth certificates, community identifications etc; * Co-ordinating and assisting QPS with court days; * Doing Court briefs for count days; * Co-ordinating mediation sessions. |
| 1. Participate in conferences, teleconferences, workshops and training as required. |
| 1. This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by their Manager or the Chief Executive Officer. |

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| **Council**  **Expectations** | All staff are expected to:   * Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives * This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee’s supervisors * Participate in the annual review of their performance against agreed operational and performance objectives * Perform their responsibilities in a manner which reflects and responds to continuous improvement * Read, understand and comply with all Council policies and procedures * Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing and evaluating risk that may impact on the Council * Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies and programs. * Ensure decision-making, actions and behaviours are ethical, responsible, transparent and in accordance with legislation, policy, procedures and service standards and within limits of authority (delegation/authorisation). Ensure financial management and procurement policy and procedural requirements are met. |

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| **Qualifications and Training Requirements:** *(training courses that must be completed to meet the inherent requirement of the job or Council’s expectations)* |
| * Possession of a current A (or C) Class licence; * Working with Children Blue Card (or ability to obtain) * Clear national criminal history check. |
| **Selection Criteria** *(including required knowledge, skills and experience for position)***:** |
| Essential   1. Demonstrated experience in managing service delivery in a local government or community setting and an appreciation of the role those services play in improving the quality of life of the community; 2. Demonstrated management experience in the development of strategic plans for the development of services to the community; 3. Strong interpersonal skills and communication skills with ability to liaise and negotiate effectively with all stakeholders including community members, clients, Councillors, and government departments and agencies. 4. Sound Organisational and administrative skills and an ability to empathise with the people of Pormpuraaw Community to ensure the effective delivery of relevant services that support the overall well being of the community. 5. Demonstrated experience to manage operations and make sound judgements, set priorities and achieve outcomes. 6. Ability to secure grant funds and work in a committed team environment with other executive managers to rollout programs. |

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| **Additional Requirements and Application information:**   * Current QLD ‘C’ Class Open drivers licence * Current possession of or the ability to obtain a Qld Working with Children Check ( Blue Card) * Current Criminal History Check. * All applications must contain a cover letter and address the Key Selection Criteria * Please follow the link below for further information about the C.J.G Program * <https://www.courts.qld.gov.au/services/court-programs/community-justice-group-program>   Please send your applications to Natasha Schickerling  Executive Manager Community Services  Pormpuraaw Aboriginal Shire Council  [communityservices@pormpuraaw.qld.gov.au](mailto:communityservices@pormpuraaw.qld.gov.au) 07 4060 4603 |