



POSITION VACANT: **Safety Action Meeting Coordinator**
Southern Sydney Women's Domestic Violence Court
Advocacy Service (SSWDVCAS)

The Position:

Sutherland Shire Family Services provides auspice for SSWDVCAS and is the Court Advocacy Service for Sutherland Shire and St. George regions in Sydney. The Safety Action Meeting Coordinator is responsible to the WDV CAS Coordinator for the day to day management of Local Coordination Point responsibilities. The Safety Action Meeting Coordinator works in partnership with the Intake and Referral Officer (IRO) and other WDV CAS workers to provide clients with an effective, streamlined service.

The Organisation

Sutherland Family Services aims to support and strengthen the capacity of families within our community by providing programs and services which are designed to contribute to the promotion and maintenance of safety and well-being to all family members.

Within this role you will be able to offer a preparedness to work flexible hours when required. This is a 35 hour week position.

Duties

The Safety Action Meeting Coordinator exercises a degree of autonomy and provides high-level expert advice to the WDV CAS Coordinator. The work includes but is not limited to, the following duties:

- Coordinating and monitoring Safety Action Meetings in the LCP area. This includes secretariat support for the Safety Action Meetings.
- Complying with the Safety Action Meeting Practice Manual and the Domestic and Family Violence Information Sharing Protocol;
- Liaising with victims in relation to safety action plans developed at Safety Action Meetings and / or appropriate support provided, or arranged, by the Local Coordination Point;
- Contributing to the development and implementation of strategic plans aimed at ensuring the effectiveness of the WDV CAS and compliance with the WDV CAP Policies, Procedures and Standards;
- Developing and maintaining strong working relationships with key WDV CAS partners including NSW Police Force, Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services; and

- Attending court user forums, Domestic and Family Violence Reforms regional governance meetings and other relevant forums where required.
- Drivers licence.

Selection Criteria

Essential Criteria

- Demonstrated understanding of the dynamics, complexities and legal and social welfare consequences of domestic violence;
- Demonstrated understanding of the criminal justice response to domestic violence including Apprehended Domestic Violence Order (ADVO) applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues;
- Demonstrated ability to establish and maintain professional working relationships with key stakeholders and relevant agency personnel;
- Demonstrated understanding of the particular needs of and challenges faced by clients from diverse communities, especially ATSI and CALD clients;
- Ability to deliver services in accordance with the WDV CAS Service Agreement, WDV CAP Principles, Policies and Standards and operational documents;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution;
- High-level organisational, administrative, management/supervisory skills;
- Ability to develop and implement service delivery strategies aimed at ensuring the relevance, accessibility and responsiveness of Local Coordination Point services to a diverse range of women and children; and

Desirable Criteria:

- Experience working within a trauma informed framework and the impact of domestic violence on children.
- Knowledge of appropriate referral agencies in service area.
- Knowledge of and an ability to work effectively with interpreter services.

Accountability:

The Safety Action Meeting Coordinator is accountable to the WDV CAS Coordinator.

The Safety Action Meeting Coordinator provides advice and recommendations to the WDV CAS Service Provider Management Committee/Board of Management via the WDV CAS Coordinator in relation to Local Coordination Point and Safety Action Meeting operation.

The successful applicant will be employed under the SCHCADS award at level 6 with significant Salary Sacrifice benefits available as well as excellent ongoing professional development opportunities, a flexible family-friendly working environment.

The preferred applicant will be subject to screening in relation to child-related employment.

Sutherland Shire Family Services considers being a woman is a genuine occupational qualification for this position under s.31 of the Anti-Discrimination Act 1977 (NSW)

To apply for this position applicants must provide:

- A response to the Selection Criteria
- A resume detailing qualifications and experience suitable to the position including a covering letter.

Email all enquiries and applications to: sswdvcas@ssfs.org.au

Applications must be received by **4pm on Wednesday 27 September.**