



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

## About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



## **Expectation of Employees**

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

## **Employee Responsibilities**

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

## **Quality:**

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

## **Safety & Wellbeing:**

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



## **EACH Child Safe Commitment Statement:**

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

## **Key Selection Criteria**

### Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

### Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

### Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

### Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



**Part 2 – Addendum Coordinator: This document explains the work of the Specialist AOD Family Violence Advisor and the outputs they will need to deliver**

<b>Position:</b>	<b>Specialist AOD Family Violence Advisor</b>
<b>Directorate / Service / Program:</b>	<b>AOD and Support Services</b>
<b>Industrial Instrument Name:</b>	<b>SACS - EACH Social and Community Service Employees Enterprise Agreement 2017</b>
<b>Instrument Classification:</b>	<b>SACS Level 5</b>
<b>Reports to:</b>	<b>Team Leader SURE Outer East</b>
<b>Effective Date:</b>	<b>August 2024</b>

**Position summary**

The Victorian Royal Commission into Family Violence found that health services, including Alcohol and Other Drugs and Mental Health services are in a unique position to be able to identify and respond to family violence experienced by their clients. Building the capacity of these two sectors with specialist family violence expertise has the potential to enable earlier recognition and intervention, and a more consistent service response to victims/survivors of family violence and people using violence at whatever point they enter the health and human services systems.

The Royal Commission therefore made recommendations to improve collaboration between the family violence sector and the AOD and mental health sectors to enhance the capacity of practitioners to recognise and respond to family violence victims/survivors and people using violence.

This position will provide expertise and support for workers in the AOD sector within the eastern catchment, to identify and respond to family violence with their clients, for those experiencing or using family violence. The position will be based in the EACH SURE Team in Ringwood. SURE (Substance Use Recovery) is a consortium between EACH and Anglicare across Inner East, Outer East and South East Melbourne. The Outer East SURE team delivers services across the LGA's of Maroondah, Knox and Yarra Ranges

**Strategic Focus**

The strategic focus involves supporting the development of more integrated service response between AOD and family violence services through a broad set of activities that aim to



improve service and system development; practice development and effective service responses; and workforce development and support. These activities include:

- Identification of emerging trends, needs and gaps in service delivery and practice issues and to use this knowledge to generate changes in systems and approaches, including initiating and contributing to the development of relevant policies, protocols and procedures.
- Facilitating engagement between, and promoting joint work by, AOD and specialist family violence services in the local area.
- Improving the quality and consistency of family violence related information, assessment and interventions in AOD services.
- Developing the capacity of the AOD workforce to work effectively with the target client group, including secondary consultation, and identifying the need for, participation in, and/or deliver AIC agreed relevant training and professional development activities.
- At the local level, support the implementation of the government's responses to recommendations from the Royal Commission into Family Violence, primarily through active participation in the Area Implementation Committee.

### **Key Deliverables**

- Build family violence capability and capacity amongst AOD services.
- Support collaboration between family violence, mental health, AOD services and other key stakeholders in relation to family violence.
- Provide secondary consultations to staff supporting victim/survivors.
- Support MARAM alignment and embedding across EACH and the wider AOD sector.
- Attend relevant regional networking and community events.
- Attend and participate in team meetings, professional development and program planning as required.
- Actively attend and participate in regular operational and clinical supervision.
- Complete all organisational accountability and reporting requirements in an accurate and timely manner.
- Facilitate earlier recognition of, and response to, family violence situations for patients/clients of mental health and alcohol and other drug services.
- Work collaboratively within EACH, building capacity and strengthening relationships with other Family Violence teams.

### **Qualifications and skills**

#### Skills:

- Proven ability to engage teams, influence outcomes, problem-solving and decision making.
- Proven commitment to quality service provision, excellence and innovation in work practices.
- Highly developed written and verbal communication skills including accurately recording data, correspondence, reporting and providing written and oral evidence as required.



- Demonstrated networking skills.
- Capacity to recognise own feelings and those of others, self-reflect and be self-aware.
- Respects the ethical beliefs and diversity of others.
- Is culturally aware and values social inclusiveness as a strength and positively utilises diversity.
- Able to effectively manage self, others and tasks.
- Client focused.
- Highly collaborative.
- Accountable and committed to the achievement of outcomes and results.
- Ability to monitor own stress levels and practice and promote self-care strategies.
- Flexible, adaptable and able to respond to completing priorities and stressful situations.

#### Experience and Knowledge

- Significant experience working in the family violence service system.
- A sound knowledge of the AOD sector highly desirable.
- Experience working with people who use violence is desirable.
- Experience in working across partnerships and capacity building programs.
- Understanding of historical and contemporary issues that affect Aboriginal and Torres Strait Islander people in Australian society around health and family violence, and capacity to work in a culturally informed and respectful manner.
- Working understanding of relevant legislation and how it impacts on family violence especially MARAM.

#### Mandatory Qualification/s, Competencies and/or Licences

- Bachelor of Social Work or equivalent qualification.
- Completion of a Criminal History Check and Employee Working With Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment.
- Current state-based driver's license.

#### **Physical Requirements:**

- Able to sit at a computer for 6 – 8 hours per day
- Walk up stairs
- Ability to travel between EACH locations
- Lift 3 kgs etc.