



POSITION DESCRIPTION – Specialist Family Violence Advisor

Part 1 – Expectations for Your Role

Position	Specialist Family Violence Advisor
Service / Program	Mental Health & Alcohol and Other Drugs
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	SACS Level 5
Reports to	AOD Team Leader – Outer East
Effective Date	June 2025

Key Deliverables

- Strengthen the capacity of the AOD workforce to recognise and respond to family violence through secondary consultation, training, and support.
- Promote trauma-informed, culturally safe, and gender-sensitive practice in line with the MARAM Framework.
- Deliver education sessions and reflective practice to build staff confidence in identifying risk
- Understanding the dynamics of family violence, and responding appropriately within scope
- Foster collaboration between AOD and family violence services, improving referral pathways and coordinated care.
- Respond to, request, and share information under the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS).
- Ensuring information is managed responsibly to support safety and wellbeing.
- Contributes to system integration, service improvement, and the implementation of family violence reforms, with a strong focus on enhancing outcomes for victim-survivors.
- Supporting safe, accountable engagement with those who use violence.

Skills

- Strong knowledge of the intersection between AOD use and family violence, with the ability to deliver secondary consultations and facilitate training and reflective practice for AOD staff.
- Demonstrate excellent communication and interpersonal skills, a trauma-informed and culturally safe approach, and experience applying the MARAM Framework.
- Sound clinical judgement, the ability to work independently and collaboratively, and skills in advocacy, leadership, and system improvement.
- Strong organisational, analytical, and documentation skills are essential, along with the capacity to manage competing priorities and influence practice change.

Experience and Knowledge

- The ideal candidate will have demonstrated experience in the AOD and/or family violence sectors, with a strong understanding of the drivers, dynamics, and impacts of family violence.
- They will be knowledgeable in the MARAM Framework, information sharing reforms, and relevant legislation.



- Experience delivering secondary consultation, capacity building, and education to professionals is essential.
- The candidate will have a proven ability to work within multidisciplinary teams, engage complex client presentations, and apply trauma-informed, client-centred, and culturally responsive practices.
- Prior experience navigating service systems and contributing to service development or sector reform is highly regarded.

Qualification/Registrations/Licences (*Mandatory only*)

- Bachelor of Social Work or an equivalent qualification, or Five (5) years of relevant professional experience.
- Minimum AOD skill set qualification.

Physical Requirements

- Ability to sit for extended periods and use office equipment.
- Capability to type and handle administrative tasks.
- Ability to move around the office and attend meetings.
- Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- Ability to read documents and communicate effectively in person and via phone/video.
- Ability to travel locally for recruitment and onboarding activities.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each’s Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.



- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.