

Position Description

Position details

Position title:	Family Violence Applicant Practitioner
Position number:	MC2621
Division	Specialist Family Violence Court
Unit/Branch:	Family Violence Policy and Practice Unit
Classification/Grade:	VPS Grade 4
Employment status:	Full-Time- Ongoing
Position reports to:	Family Violence Practice Manager – Jacqueline Hough
Location:	Dandenong Magistrates Court
Position contact:	Jacqueline Hough – Jacqueline.Hough@courts.vic.gov.au

Organisation environment

[Court Services Victoria \(CSV\)](#) is a public entity established by the Court Services Victoria Act 2014 to provide expert administrative support to Victoria's courts: the Supreme Court, the County Court, the Magistrates' Court, the Children's Court, and the Coroners Court, as well as the Victorian Civil and Administrative Tribunal and the Judicial College of Victoria.

[The Magistrates' Court of Victoria \(MCV\)](#) is a jurisdiction within the Court Services Victoria statutory authority and has a long history of providing justice for the people of Victoria in metropolitan and regional courts across the state.

The Court determines in excess of 300,000 cases per annum at 51 venues, equating to approximately 90 per cent of all cases that come before Victorian courts each year. The Court aims to be an innovative, accessible and responsive court that provides quality services to the Victorian community.

The role of the Family Violence Applicant Practitioner (FVAP) is integral to the courts' response to family violence. The FVAP holds specialist knowledge of family violence and forms part of a team within the family violence jurisdiction of the Magistrates' Court of Victoria, comprising of the Family Violence Registrar (FVR) and Family Violence Respondent Practitioner (FVRP) The role of this team is to enhance the safety of women and children who attend at Court experiencing family violence and hold perpetrators of family violence accountable for their actions.

The team provide non-legal information and support at the court premises to persons who have experienced family violence, assess their immediate safety risks, develop safety plans, and refer to appropriate agencies within the community for ongoing support, counselling and longer-term safety planning.

[Family violence courts and counselling orders | Magistrates Court of Victoria \(mcv.vic.gov.au\)](#)

Role purpose

The FVAP provides support to individuals at the court premises who have experienced family violence, including assessing immediate non-legal needs and safety risks, and providing information about and referrals to external service providers as needed.

The FVAP works with the FVRP, FVR, other court registrars, police prosecutors, lawyers and court support services at the court premises, will liaise with community-based support services, and may be required to provide information to magistrates in a courtroom. FVAP will establish and maintain relationships with community agencies and support services so effective referrals are made to ensure the safety of family violence applicants. The FVAP will also be required to support the continuous improvement of the Court's response to family violence.

Key accountabilities

- Conduct risk assessments and develop safety plans for clients who have experienced family violence, and provide information and referrals to ongoing supports, case management and programs to address safety counselling and other needs as appropriate.
- Consider the needs of children in risk assessment and make appropriate referrals and links with child protection services as appropriate.
- Initiate and maintain relationships with internal and external stakeholders, including liaising with legal services (duty or external), police prosecution and the court registry as required to support victim survivors and children at court.
- Contribute to and represent the MCV at regular meetings and committees with internal and external stakeholders
- Maintain accurate, confidential client records including managing information sharing, privacy, confidentiality and consent.

- Prepare reports as required for management regarding services provided (including data of persons supported, support given, referrals made), external communications and meetings attended
- Participate in delivering education for internal and external services where required.
- Other duties as required and as commensurate with the skills and classification level of the role

Key Selection Criteria

Specialist/Technical expertise:

Expert knowledge of family violence support services	<ul style="list-style-type: none"> • Demonstrated experience and skills in the provision of support, crisis containment, risk assessment, and case coordination. • Demonstrated understanding of the <i>Family Violence Protection Act 2008</i>, Risk assessment and management framework and Victoria Police Code of Practice. • A sound understanding of homelessness and housing, legal, financial, AOD service, mental health, cognitive impairment and other issues and needs that can exacerbate family violence risk is desirable • An awareness of intersectionality when providing services to minority groups is desirable
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Capabilities:

Level Descriptor

Self-Awareness <i>Reflects on and recognises personal and professional strengths and limitations.</i>	<ul style="list-style-type: none"> • Is aware of own strengths and areas for growth and how these impact others. • Examines and reflects on own performance and proactively seeks feedback from others. • Is responsive to feedback from colleagues, clients and other stakeholders.
Influence and negotiation <i>Generates consensus and commitment from others and constructively resolves issues and conflicts.</i>	<ul style="list-style-type: none"> • Effectively influences clients and other stakeholders • Recognised for their professional expertise and the value of their advice • Leads negotiations that delivery mutually beneficial outcomes • Promotes consensus decision making • Manages conflict situations and disagreements constructively.
Delivers Quality Outcomes <i>Demonstrates commitment to delivering high quality services; strives to improve outcomes.</i>	<ul style="list-style-type: none"> • Is committed to delivery high quality services. • Plans and prioritises work to meet expected outputs and performance standards • Maintains quality of service despite constraints • Looks for opportunities to improve quality of service • Follows through on service commitments to clients • Proactively addresses service delivery issues, evaluates and follows up to measure efficacy of solution.

Behaviours:

Service Excellence <i>Committed to delivering quality outcomes and services.</i>	<ul style="list-style-type: none"> • Upholds high standards • Focused on meeting commitments • Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions • Ensures services deliver public value
Courage <i>Always acts in the best interests of CSV and the jurisdiction concerned</i>	<ul style="list-style-type: none"> • Provides objective, frank and fearless advice within the organisation • Challenges inappropriate behaviours • Constructively challenges existing paradigms in pursuit of organisational growth and development
Integrity <i>Principled, and focused on honesty, transparency, objectivity and fairness</i>	<ul style="list-style-type: none"> • Consistently acts in accordance with the values of the public sector • Makes ethical decisions • Reports suspected misconduct, fraud and corruption • Identifies, declares and manages real or perceived conflicts of interest • Actively works to maintain public trust and confidence in Victorian Courts and Tribunals
Respect <i>Values others and respects difference</i>	<ul style="list-style-type: none"> • Values diversity • Embraces a broad range of social, cultural customs values and beliefs • Inclusive and welcoming • Treats others fairly and equitably • Values and acknowledges the work and efforts of colleagues.

Role dimensions

- This role is required to participate in peer support activities, professional supervision and professional development activities (provided by MCV)
- This role may be required to travel to other courts and locations for family violence related meetings, duties and coverage of other Courts and Practitioners

- These roles may operate in a hybrid format and will be required to work predominately from Court offices, working from other VPS sites as required to fulfil the requirements of this role. Some flexibility may also be given for occasional working from home

Qualifications

- Relevant tertiary qualifications in social work, psychology, social sciences, or other related field is highly desirable, in addition to demonstrated strong experience working in the family violence service system.

Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website (www.dtf.vic.gov.au) [Victorian Public Service Enterprise Agreement 2020 | Department of Treasury and Finance Victoria \(dtf.vic.gov.au\)](#) for further information.

Court Services Victoria (CSV) is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. Employees of CSV must comply with the [Code of Conduct for Victorian Public Sector Employees](#), and CSV policies and procedures.

All appointments to CSV are subject to satisfactory reference checks and National Criminal History Record checks.

Please visit CSV website for important information on:

- Jurisdictions and business areas within CSV
- Privacy – how we use your information
- Health and safety

CSV has a firm commitment to increase participation of Aboriginal and/or Torres Strait Islander people across our workforce. Through our commitment to diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported

Employees of CSV have access to a range of employment benefits and conditions, these include attractive salaries, flexible leave arrangements and training and development opportunities. Please see the www.careers.vic.gov.au website for further information