



## Information for Applicants

- Position:** Women & Children's Advocate - Safer Futures
- Employment Basis:** Permanent Part-Time
- Ordinary Hours:** Up to 56 hours per fortnight, to be worked between 8:30am - 4pm Monday to Friday, days and hours of work negotiable.
- Pay Rate:** SCHCADS Award; Social and Community Services Employee Level 4 Range \$44.58 - \$47.97 per hour, depending on experience  
Salary Sacrifice Fringe Benefits also available

If selected for an interview, applicants must be available to attend on 1 October 2025.

**Applications must be received by 5pm on 26 September 2025. Late applications will not be considered.**

To apply, please provide:

- a cover letter, addressing all of the "selection criteria" outlined at the end of the attached Position Description;
- an up-to-date resume;
- contact details for two recent employment referees, one from a current or previous supervisor;
- your NSW Working With Children Check number and date of birth (for verification purposes);
- a recent Criminal Record Check if available.

Applications should be emailed to **employment@warrina.org.au** with the subject heading 'Women & Children's Advocate'.



## Position Description

<b>Position:</b>	Women and Children's Advocate (Men's Behaviour Change Program)
<b>Reports to:</b>	Safer Futures Coordinator
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification:</b>	Social and Community Services Employee: Level 4
<b>Hours of Work:</b>	As per the Contract of Employment

### Position Context:

Warrina Domestic & Family Violence Specialist Services Co-operative Ltd (Warrina) is a not-for-profit organisation providing a range of support services for women and children who are experiencing domestic and family violence.

Safer Futures is a DCJ accredited Men's Behaviour Change Program that works with men who have used violence in their past or present relationships to reduce re-offending and address their use of violence. Safer Futures is a 20-week program which includes individual and group sessions. The program is supported by the Women and Children's Advocates who provide a voice to the stories and experiences of family members impacted by a man's choice to use violence against them.

Warrina also manages the *Coffs Harbour, Bellingen and Nambucca Homelessness Support Service for Women* - a Specialist Homelessness Service incorporating the Women and Children's Refuge and outreach services; the *North Coast Women's Domestic Violence Court Advocacy Service*, covering Bellingen, Coffs Harbour, Maclean and Grafton Local Courts, and including the Local Co-ordination Point for the Coffs-Clarence Local Area Command; and the *Staying Home Leaving Violence* program in Coffs Harbour.

### Purpose and Function:

Safer Futures is a targeted program for men who have used domestic or family violence in their present or past relationships and want to explore this, take responsibility, and change their behaviours. The program will support these men to seek ways to change their behaviour and keep women and children safe in the process.

The aim of the Safer Futures program is to provide confidential, culturally and individually sensitive support services that:

- Hold perpetrators accountable;
- Reduce re-offending by program participants;
- Provide pathways for women and children impacted by violence to access the support they need and to have their voice and experiences heard.

The Women & Children's Advocate is responsible for offering a space for women and their children, who have a partner or former partner engaged in the Safer Futures MBCP.

All staff are required to work collaboratively and within a feminist framework. This position requires an understanding of the gendered nature of domestic and family violence and the impact of exposure to domestic and family violence on children.

The aim of the Women & Children's Advocate for Safer Futures (SF) is to provide confidential, culturally, and individually sensitive services including:

- Information to women regarding the risks and limits of the Safer Futures MBCP
- Assisting women to access immediate needs supports, where this has not already been possible
- Assisting women with the development of safety plans as required
- Referring women assessed at serious threat to the Local Safety Action Meeting.
- Advocacy and referrals to other services, in order to address clients' financial, medical, legal and other social/welfare needs;
- A continuum of support to women and children that promotes early intervention and prevention, in collaboration with government and non-government agencies, to reduce the effects of domestic and family violence and contribute to an integrated system.

All staff are required to work collaboratively and within a feminist framework. This position requires an understanding of the gendered nature of domestic and family violence and the impact of exposure to domestic and family violence on children.

**Core Responsibilities:**

- Deliver specialist support to clients of the service;
- Deliver services to clients with complex needs according to service specifications;
- Assist to develop and maintain links with relevant service providers and the community;
- Assist with the administrative requirements of the service.

Service Delivery

- Deliver services to women and their children involved in the Men's Behaviour Change program;
- Assess referrals and complete client intake assessments in a timely fashion. Ensure risk assessments are performed for each client as required;
- Work with clients within a trauma-informed framework;
- Ensure any child protection concerns or disclosures are reported as soon as possible (and, where appropriate, with the mother's participation) to the child protection helpline.
- Promote independence, assertiveness, and self-determination for clients. Encourage creative problem-solving and conflict resolution;
- Foster parent effectiveness skills, and provide support to children according to service procedures;
- Refer clients to relevant and appropriate services, including financial, health, housing, legal, and children's services. Work co-operatively and collaboratively with other service providers to improve outcomes for clients, and advocate on behalf of clients as appropriate;
- Transport clients in work vehicles when appropriate, and where alternative transport is not available;
- Participate in On-Call when MBC programs are scheduled &/or as required.
- Utilise the NSW MBC Risk, Safety and Support Framework to assess risk and collaborate with the Men's DFV Intervention worker, Program Coordinator and Group Facilitation team to monitor ongoing risk levels.
- Support the accurate reporting of program activity through data record systems including InfoShare.

Community Engagement

- Facilitate and maintain links with key government and community organisations and networks relevant to maximising outcomes for clients;
- Initiate and participate in service co-ordination activities with other agencies to maximise the service options and outcomes for clients;
- Deliver community education and engagement activities that support pathways for clients and raise awareness of the impact of domestic and family violence in the community;
- Collaborate with sector stakeholders to create positive change for women and children;
- Represent the service at relevant meetings, forums and seminars as requested by the SF Co-ordinator.

#### Office Management and Administration

- Ensure that all client data and record keeping systems are utilised effectively and accurately;
- Use expenditure according to organisational policy. Monitor and record client income as required. Submit accounts to the Financial Administrator in a timely fashion.
- Conduct routine risk assessments. Regularly and frequently review the work environment, identify and address any apparent safety issues.

#### General Responsibilities:

- Maintain an understanding of relevant legislation, funding guidelines and policies, including those relating to domestic and family violence, child protection and privacy. Maintain familiarity with current policies, guidelines, research, and other resources, as they relate to the service;
- Comply with organisational policies and procedures;
- Prioritise workload and meet deadlines;
- Monitor and actively manage work and personal stress, to promote personal well-being in the workplace;
- Proactively engage in supervision and performance appraisals;
- Participate in staff meetings and staff development activities;
- Communicate effectively with other staff, clients, management, other service providers and the community;
- Produce reports and documents as directed;
- Other duties consistent with the position, as required by the Program Co-ordinator.

#### Key Accountabilities:

- Engage with, validate and provide support to partners or ex partners and their children of men engaged in the Men's Behaviour Change (MBC) group sessions;
- Provide women with information regarding risks and limitations of the MBC program;
- Conduct ongoing risk assessments and risk management with women and their children being supported by the program;
- Assist women in the development and ongoing evaluation of safety action plans;
- Comply and be guided by the NSW MBC Practice Standards as it relates to women and their children;
- Regular communication with the Safer Futures team on matters including quality assurance and program outcomes;
- Engage with women from diverse background and their communities.

#### Organisational Relationships:

- Board of Directors of Warrina;
- CEO of Warrina;
- Operations Manager of Warrina;
- Safer Futures Co-ordinator;
- Safer Futures Staff;
- Corporate Services team of Warrina
- Other Staff of the organisation.

#### Other Relationships:

- Clients of Safer Futures
- Other service providers;
- Men's Behaviour Change Network;
- Funding body.

#### Physical Demands and Work Environment:

- Due to the nature of the service, there is an inherent risk of violence in the work environment. Organisational policies and procedures are in place to manage the risk to workers and clients.

- The position requires travel between the office and other locations on a frequent basis as a normal part of duties.

Conditions of Employment:

The conditions of employment are those that apply under the Social, Community, Home Care and Disability Services Award 2010, the National Employment Standards, and the Contract of Employment.

**Selection Criteria:**

The organisation considers that being female is a genuine occupational qualification under Section 31 of the Anti-Discrimination Act 1977 (NSW).

Essential Criteria

- Minimum of 3 years' experience in a relevant field and relevant tertiary qualifications in community welfare or social science;
- Thorough working knowledge and understanding of the issues impacting on women and children experiencing domestic and family violence;
- Demonstrated skills in crisis intervention, early intervention and prevention, case management and advocacy;
- Demonstrated ability to model professional boundaries and interactions with clients, staff and service providers;
- Demonstrated ability to engage with women and children from diverse backgrounds and their communities;
- Ability to work both independently as well as part of a team;
- Understanding of child protection legislation and experience in mandatory reporting;
- Working knowledge of government services, the community sector and referring agencies;
- Understanding of compliance requirements with funding agreements and legislation;
- Ability to deliver services in accordance with organisational policies and procedures;
- Knowledge and understanding of privacy and confidentiality issues;
- Excellent written and oral communication skills;
- Good understanding of computers and information technology;
- A current working with Children Check and ability to pass a Criminal Record Check;
- Current NSW driver's licence;
- Ability to be on-call after hours;
- Access to private vehicle for on-call after hours use.

Desirable Criteria

- Understanding of the theory and practice as it relates to working with men who use violence against women and children;
- Knowledge of the Practice Standards for Domestic Violence Men's Behaviour Change Programs (NSW)
- First Aid Certificate