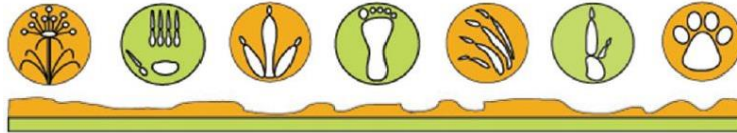


BARKLY REGIONAL COUNCIL



Safe House Officer - Elliott (1320210)

1. Position Objectives

The position of Safe House Officer - Elliott is to assist the Safe House Coordinator - Elliott in providing case management support to women and children experiencing family violence and to assist in outreach support for “at risk” women and children by providing information, support, and referral.

2. Key Responsibilities

Accommodation and Safety

- Provide safe overnight emergency accommodation, or if necessary, accommodation until the situation giving rise to the person’s need for the Safe House is resolved.
- Conduct regular risk assessments of the Safe House and individuals to ensure the safety of all occupants.
- Ensure Safe House cleanliness is maintained.

Client Support and Confidentiality

- Assessing the needs of victims of crime, including their safety, comfort, and emotional support requirements.
- Ensure client’s rights are upheld and confidentiality is maintained.
- In consultation with the Safe House Coordinator - Elliott, provide accurate information and appropriate referral to clients as required.

Compliance and Community Engagement

- Ensure compliance with and adherence to the Safe House mission and relevant policies and procedures.
- In consultation with the Safe House Coordinator - Elliott, ensure that up-to-date client files and data collection are maintained.
- Undertake community engagement through community events and assist with the delivery of the Domestic Violence message throughout the community.
- Keep accurate records of all activities, including safety incidents and risk assessments.
- Provide an on-call service on a roster basis to enable the Safe House to be available for emergency use.

Other

- You will be required to perform your duties in Elliott or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council’s policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to

undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Provide short-term safe accommodation, assisting women and children to safety.
- Maintain a clean, safe, and supportive environment for Safe House clients.
- Follow established guidelines and processes adhering to the Safe House mission, values, and relevant policies and procedures.
- Work professionally and confidently when dealing with clients.

4. Organisational Relationship

Position Title:	Safe House Officer - Elliott (1320210)
Reports to:	Safe House Coordinator - Elliott (1320200)
Department:	Community Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Community Services Regional Manager Community Safety and Safe House Community Safety Coordinator Safe House Team Leader Elliott Safe House Officers - Elliott Children Specialist DFSV Worker Other Council Staff
External Liaison:	Government and Non-Government Organisations Other External Stakeholders and Organisations Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Good communication skills.
- Demonstrated ability to work in a small team environment.
- Ability to multitask and organise activities.

Interpersonal:

- Ability to source cooperation and assistance from other staff, management, and community members.
- A willingness to work in a remote and sometimes demanding environment.
- Excellent interpersonal skills and manner.
- High ethical standards and personal integrity.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.
- Observe all safe working practices.
- Ability and willingness to work flexible hours.

6. Essential Criteria – Qualifications, Skills, and Experience

1. An understanding of domestic violence and family violence.
2. An understanding of mandatory reporting legislations.
3. Adaptability and flexibility with the ability to respond positively to new and unexpected situations.
4. Good communication skills and the ability to maintain confidentiality.
5. A current National Criminal History Check (within the last 3 months).
6. A current Northern Territory Working with Children's Clearance (Ochre Card).

7. Desirable Criteria – Qualifications, Skills, and Experience

- 1. Relevant formal qualifications or a desire to undertake training relevant to the position.
- 2. An understanding of general office procedures and basic IT skills.
- 3. Previous experience in a similar role.

8. Wages and Allowances

Classification: Level 3 Pay Point 1
Barkly Regional Council Enterprise Agreement 2023

Status: Casual (up to 35 hours per week)
 (end date: 30 June 2028)

Annual Salary: \$34.93 per hour (including 25% casual loading)

Zone Allowance: Remote Community Zone Allowance \$2.5100 per ordinary hour

SCG: 11.5%

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

Murray Davies

 Murray Davies
Acting Chief Executive Officer

20 / 9 / 2024

 Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

 Signature

_____/_____/_____
 Date