

BARKLY REGIONAL COUNCIL



Safe House Team Leader - Elliott (1320100)

1. Position Objectives

The Safe House Team Leader - Elliott provides comprehensive case management support to women and children affected by family violence. Additionally, as the Team Leader you will offer crucial outreach support to "at-risk" individuals, delivering information, assistance, and referrals to appropriate service providers.

In managing the Safe House operations, this position ensures seamless coordination with Safe House Workers to maintain 24/7 availability of emergency accommodation. This ensures immediate support for individuals facing domestic, family, and community violence within Elliott and its surrounding communities.

2. Key Responsibilities

Duties and Responsibilities

- Provide short-term emergency accommodation or extended accommodation until clients' situations are resolved.
- Maintain an on-call service rotation to ensure 24/7 availability of the Safe House for emergencies.
- Support both staff and clients in managing the situations necessitating use of the Safe House.
- Uphold clients' rights and maintain confidentiality of client information.
- Engage with the community through events and contribute to spreading awareness about domestic violence.
- Maintain cleanliness and upkeep of Safe House facilities and resources.
- Attend community meetings and other relevant gatherings.
- Coordinate transportation for clients, including arranging transfers to other Women's Refuges and facilitating their return to their communities when needed.
- Organise personal development education and training for staff.
- Collaborate with government agencies and stakeholders.

Administration

- Conduct assessment, intake procedures, and follow-up with clients.
- Offer accurate information and make appropriate referrals for clients as needed.
- Ensure timely completion of client files, data collection, and reporting on SHIP and VALIDATA.
- Manage the Safe House budget responsibly.

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

- Raise awareness of domestic family sexual violence in communities.
- Ensure appropriate support is given to women and children at risk and deliver day programs.
- Ensure that 100% confidentiality is always maintained.
- Ensure staff complete all daily tasks and housekeeping by the end of each day.
- Provide feedback to the Regional Manager Community Safety and Safe House whenever a work-related issue, or personal issue which could affect the job, arises.
- Ensure all record keeping (SHIP database) and reporting is completed within 24 hours of the client leaving the Safe House.
- Upload SHIP data to VALIDATA monthly.
- Operate the Safe House within the allocated budget.

4. Organisational Relationship

Position Title:	Safe House Team Leader - Elliott (1320100)
Reports to:	Regional Manager Community Safety and Safe House Recreation (1320000)
Department:	Community Services
Supervises:	Safe House Officers - Elliott

Internal Liaison: Chief Executive Officer
Director of Community Services
Regional Manager Community Safety and Safe House
Safe House Officers - Elliott
Other Council Staff

External Liaison: Police
Emergency Services
Hospital and Health Clinics
Other Men and Women's Refuge
Traditional Owners and Community Elders
Non-Government and Government Organisations
Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- High level of tact, diplomacy, and confidentiality
- Ability to adapt to changing priorities.
- The ability to make informed decisions and demonstrate sound judgement.
- Demonstrated ability to manage staff

Interpersonal:

- Ability to successfully interact with people at all levels.
- Good communication skills.
- Good interpersonal skills and manner.
- A willingness to adapt to work in a challenging environment.

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.
- Always ensure compliance with and adherence to all legislative requirements and best practices.

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.
- Always promote Barkly Regional Council in a positive manner.
- 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.

6. Essential Criteria – Qualifications, Skills, and Experience

1. Demonstrated previous experience running Safe Houses or formal qualifications in Social Work, Psychology, or Community Development.
2. Excellent written, verbal, and interpersonal communication skills with the ability to quickly establish trust and rapport and maintain confidentiality in accordance with the Privacy Act.
3. Solid understanding of the issues surrounding domestic and family violence.
4. Functional knowledge of the mandatory reporting legislation related to domestic violence and the protection of children.
5. A current Manual (C Class) Drivers Licence.
6. A current National Criminal History Check (within the last 3 months).
7. A current NT Working with Children Clearance (Ochre Card).

7. Desirable Criteria

1. Have completed 4WD training or have a willingness to undertake training.
2. Previous experience working and living in remote communities.

8. Wages and Allowances

Classification:	Level 5 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time -Temporary (38 hours per week) (end date: 30 June 2028)
Annual Salary:	\$68,321.68 (\$2,627.76 gross per fortnight)
Zone Allowance:	Remote Community Zone Allowance \$2.5100 per hour
SGC:	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