



## POSITION DESCRIPTION

Job title	RAMP Coordinator High Risk Case Manager
Location	Mildura
Report to	CEO
Award	HPPS Award
Position classification	Full time
Job Summary	<p>The Risk Assessment and Management Panel (RAMP) Coordinator Case Manager reports to the Mallee region RAMP Co-Chairs.</p> <p>Multi-agency Risk Assessment and Management Panels (RAMPS) are a key component of the Victorian Risk Assessment and Management Panel Program that aims to: reduce risk and harm to women and children at serious and imminent risk from family violence; reduce the potential for perpetrators to pose a serious and imminent threat to women and children, and to increase the accountability of perpetrators; and strengthen the capacity of the service system to achieve the above two aims.</p> <p>RAMPS involve the participation of government and key statutory and community sector agencies which respond to and support victims and perpetrators of family violence. Member agencies include Victoria Police, Corrections Victoria, Health, specialist family violence services for women and children, agencies responsible for protecting and supporting children, mental health services and housing providers.</p>
Duties	<ul style="list-style-type: none"> <li>• Prepare information and provide support to the co-chair</li> <li>• Engage clients, where others have not been able to, and provide ongoing case management support as appropriate</li> <li>• Identify parties and individuals to participate in the RAMP process</li> <li>• Monitoring and following up action plans</li> <li>• Develop and maintain relationships with relevant agencies and promote the work of the RAMP</li> <li>• Undertake other duties as required by the RAMP</li> <li>• Participate in meetings</li> <li>• Case manages high risks case loads</li> </ul>



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<p>Desired skills</p>	<ul style="list-style-type: none"> <li>• Experience in case management</li> <li>• Computer literacy – working with Microsoft Office software</li> <li>• Time management skills</li> <li>• Problem solving</li> <li>• A comprehensive understanding of the family violence service system</li> <li>• Knowledge of the Family Violence Protection Act 2008 and the MARAM Framework and the ability to share this knowledge and model systems of advocacy</li> <li>• Knowledge of the Risk Assessment &amp; Management Panel guidelines</li> <li>• Experience with standards for information sharing for law enforcement data</li> <li>• Demonstrated ability to work collaboratively by sharing knowledge and experience with others</li> <li>• Demonstrated understanding of the assessment of risk in relation to family violence and the provision of crisis intervention and casework with women and children from diverse backgrounds who have experienced family violence</li> <li>• A good understanding of the complex nature and dynamic of family violence including the impact of family violence on women and children</li> <li>• Demonstrated ability to take direction in a busy work environment</li> <li>• Demonstrated ability to act professionally if confronted with a challenge, and to seek advice and support where needed</li> <li>• Demonstrated ability to reflect on and analyse complex problems with a view to providing innovative and workable solutions, that improve system processes and response (Program Development)</li> <li>• Demonstrated capacity to adapt, support and manage change</li> <li>• Demonstrated skills in building relationships with a range of government and other key stakeholders at a systemic and individual case planning level, as well as with the wider community</li> <li>• Demonstrated ability to flexibly manage competing priorities and assist others to do so</li> <li>• Demonstrated ability to work proactively and autonomously</li> <li>• Must possess excellent communication skills</li> <li>• Well-developed interpersonal skills</li> <li>• Proficiency in a variety of technology and communication mediums</li> </ul>
<p>Selection Criteria</p>	<ul style="list-style-type: none"> <li>• Current drivers' licence.</li> <li>• Current and clear Victorian and NSW Working with Children's Check.</li> <li>• Current and clear National Criminal Records checks.</li> <li>• referee Checks (two nominated referees including your supervisor if you are currently working).</li> <li>• Mandatory COVID vaccination status</li> </ul>