



POSITION DESCRIPTION

Mallee Sexual Assault Unit – Mallee Domestic Violence Service

Position: Risk Assessment Management Panel (RAMP) Coordinator

Our Values: Respect, Integrity, Collaboration, Care, Accountability, Innovation

Our Vision: Safety for all

Mallee sexual assault and domestic violence services are an essential part of the primary health care system funded by government. These services provided, are free and are available to all victim survivors.

The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to Victim survivors and significant others of sexual assault and domestic and or sexual violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.

In the Northern Mallee region, centre-based sexual assault and family violence services are available and provided in Mildura (24-hour response). Services are also available and provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.

In the Southern Mallee, centre-based sexual assault and family violence services are available in Swan Hill (24-hour response). Services are also available and provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.

Our agency has been delivering these services in the community for over thirty years.

The services we provide include:

- Core and Cluster refuge service with multiple, single unit properties in the community
- family violence case management services to victim survivors
- sexual assault case management services to victim survivors
- therapeutic services for victim survivors of both family violence and sexual assault
- 24-hour family violence and sexual assault crisis service
- partner of the Mallee Orange Door
- outreach offices in Swan Hill
- Swan Hill Orange Door access point
- RAMP Coordination for the region
- FSP Coordination for the region
- Personal Safety Initiative Coordination for the region
- Child Protection partnership programs



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Position Title	Risk Assessment Management Panel (RAMP) Coordinator
Position number	
Program	Client Services
Classification and Award	SCHADS AWARD 2010 – Level 6
Salary range	\$106,390 – \$111,093 plus superannuation
Location	Mildura
Employment status	Ongoing – Full-time
Hours per week	40 hours per week with a RDO once every 4 weeks
Reporting Manager	Executive Manager - Client Services
Other Key Relationships	Program Managers
Position Objectives	<p>The Risk Assessment & Management Panel (RAMP) Coordinator will work collaboratively with a team of highly skilled specialist family violence practitioners to facilitate, coordinate, and manage referrals to the program, in addition to negotiating, developing, and maintaining all aspects of the panel and reviewing its outcomes</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:</p> <ul style="list-style-type: none"> • 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. • Strengthen the capacity of the service system to achieve the above two aims. <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.</p> <p>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>
Key responsibilities	<ol style="list-style-type: none"> 1. Prepare detailed case analysis and provide support to the co-chair of the Panel. 2. Assess, facilitate, coordinate, and manage referrals to the program. 3. Monitor and follow up action plans developed by the Panel.



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	<ol style="list-style-type: none"> 4. Develop and maintain relationships with relevant agencies and promote the work of the RAMP. 5. Maintain up to date knowledge of the family violence support sector policies and processes. 6. Ensure that all documentation is accurate and completed in a professional and timely manner. 7. Maintain all necessary administrative systems as required for the efficient operation of the Panel. 8. To work in line with information sharing legislation provisions and other legal requirements.
Key Selection Criteria	<ul style="list-style-type: none"> • Knowledge of the Risk Assessment & Management Panel guidelines. • A thorough understanding of case management. • A comprehensive understanding of the family violence service system. • Knowledge of the Family Violence Protection Act 2008 and the MARAM Framework and the ability to share this knowledge and model systems of advocacy. • Experience with standards for information sharing for law enforcement data. • Demonstrated ability to work collaboratively by sharing knowledge and experience with others. • Demonstrated understanding of the assessment of risk in relation to family violence and the provision of crisis intervention and casework with people from diverse backgrounds. • Demonstrated ability to flexibly manage competing priorities. • Well-developed interpersonal, written, and verbal skills.
Specialist expertise/experience	<ul style="list-style-type: none"> • A good understanding of the complex nature and dynamic of family violence including the impact of family violence. • Demonstrated skills in building relationships with a range of senior key stakeholders at a systemic and individual case planning level, as well as with the wider community.
Family Violence Minimum Mandatory Qualifications under Recommendation 209	<p>As per the minimum mandatory qualifications requirements via https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners:</p> <p>All candidates wishing to apply for this role must be able to demonstrate that they:</p> <ol style="list-style-type: none"> 1. are considered EXEMPT under the policy OR 2. hold a Bachelor of Social Work or other equivalent qualification OR 3. have minimum 5 years relevant professional experience, OR a related qualification as per the mandatory minimum qualification requirements. OR 4. hold significant cultural knowledge and experience or lived experience and have faced barriers to educational pathways. <p>Please note that candidates wishing to enter the specialist family violence workforce via a related qualification or 5 years related professional experience pathway, OR the significant cultural knowledge and experience or lived experience pathways will be required to work towards an equivalent qualification within specified timeframes (as per the mandatory minimum qualifications policy).</p>



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	<ul style="list-style-type: none"> If you believe these pathways may apply to you and would like more information, please don't hesitate to contact Jason Spratt, Executive Manager, Client Services on (03) 5025 5400 to discuss this further.
Pre-employment checks	<ul style="list-style-type: none"> All appointments require: Reference checks National criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) Pre-employment misconduct screening Working with Children Check both for Victoria and New South Wales Current Driver's Licence
Cultural safety in the workplace	<p>Mallee Sexual Assault Unit, Mallee Domestic Violence Services recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively.</p>
Conditions of Employment	<ul style="list-style-type: none"> Salary and conditions are in accordance the SCHADS AWARD 2010. Salary Packaging and Remote Housing incentive is offered with this position. Monthly RDO accrual for full time employees based on their 40-hour working week. All offers of employment are subject to a satisfactory Criminal Check. Working With Children Check NSW & Vic, current Driver's Licence All offers of employment with Mallee Sexual Assault Unit, Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will participate in an annual performance review. Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____



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