



Mallee Sexual Assault Unit – Mallee Domestic Violence Services

POSITION DESCRIPTION: Children in Refuge – Project Coordinator

Our Values:	<p>Our values reflect the way we interact, connect and work with clients, partner agencies and with one another.</p> <ul style="list-style-type: none"> • We put your safety and wellbeing at the centre of everything we do. • We respect the dignity and autonomy of each person. • We are trustworthy, ethical and transparent. • We advocate and act with courage to address inequity and shape a better future. • We communicate and collaborate to achieve shared goals. • We learn, innovate and embrace change to achieve outcomes that matter.
Our vision:	<p>Futures free from sexual and family violence.</p>
About us:	<p>Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Service (MDVS) is a not-for-profit community organisation that provides family, domestic and sexual violence services and advocacy to support everyone in the Mallee region to be safe. Funded primarily by the Victorian Department of Families, Fairness and Housing, we deliver a range of programs focused on prevention, safety, connection and healing. Our programs span from crisis care to therapeutic services providing specialist support for victim survivors of sexual or family violence from first contact through to recovery.</p> <p>We are committed to:</p> <ul style="list-style-type: none"> • Ensuring victim survivors of family violence are safe and those who use violence are held accountable. • Welcoming and supporting people of all backgrounds, ethnicities, cultures, ages, gender identities, sexual orientations, and abilities. • Recognising children as victim survivors of family violence in their own right, and being a child safe organisation • Providing seamless integration of care between providers to ensure best possible outcomes and experience for clients • Providing specialist care that is trauma informed, strengths based, and evidence informed <p>The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to victim survivors of sexual assault and domestic and or family 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.</p> <p>In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.</p> <p>In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.</p>



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Position Title	Children in Refuge – Project Coordinator
Position number	
Program	Crisis Response and The Orange Door
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 –Level 6
Salary range	\$110,102.72 - \$114,983.44 per annum
Location	The Wattle
Employment status	Full time (Part time negotiable)
Hours per week	38 hrs per week <i>with an option to work</i> 40 hrs per week with an RDO once every 4 weeks
Reporting Manager	Program Manager – Crisis Response and The Orange Door
Other Key Relationships	Team Leader – Wattle Refuge
Position Objectives	<p>This two-year pilot position is based at the MSAU-MDVS Refuge and surrounding service sites. The Children in Refuge – Project Coordinator will work with children, young people and their parent impacted by family violence, and provide expert practice advice to family violence Case Managers.</p> <p>The role includes a strong research and evaluation component to assess the effectiveness of the position and inform future service design.</p> <p>The Children in Refuge – Project Coordinator will develop a resource toolbox of age-appropriate tools and strategies, map local services and referral pathways, and respond to emerging child-related needs within the refuge and broader service system.</p>
Key responsibilities	<ul style="list-style-type: none"> • Provide trauma-informed support and advocacy for children and young people impacted by family violence • Offer practice advice and consultation to family violence Case Managers to strengthen child-focused responses • Design and implement a resource and activity toolbox of therapeutic, developmental, and engagement tools and activities for children and young people aged 0–17 • Research and document local services, programs, and referral pathways relevant to children and young people • Lead the design and delivery of the pilot model, including evaluation planning, data collection, and reporting



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	<ul style="list-style-type: none"> • Collaborate with internal teams and external agencies to promote integrated and culturally safe service responses • Support refuge staff through mentoring, reflective practice, and training • Maintain accurate records, case notes, and evaluation documentation • Participate in risk assessment and safety planning processes involving children • Respond flexibly to emerging child-related needs and service gaps as required • Ensure compliance with Child Safe Standards, relevant legislation, and information sharing protocols
Key Selection Criteria	<ul style="list-style-type: none"> • Demonstrated understanding of the impact of family violence on children and young people • Experience providing therapeutic support and practice advice in child and family settings • Knowledge of trauma-informed practice, child development, and attachment theory • Experience in service design, research, and evaluation • Ability to develop tools, resources, and strategies tailored to diverse age groups • Strong understanding of local service systems and referral pathways • Commitment to cultural safety and inclusive practice • Excellent communication, documentation, and stakeholder engagement skills • Ability to work independently and collaboratively across teams
Family Violence Minimum Mandatory Qualifications under Recommendation 209	<p>Candidates must meet the Mandatory Minimum Qualifications for Specialist Family Violence Practitioners in Victoria, which include one of the following</p> <ul style="list-style-type: none"> • Bachelor in either Social Work, Early Childhood Education, Education (Primary or Secondary), Psychology, Graduate Certificate in Developmental Trauma or Child and Family Practice, or equivalent. • Minimum 5 years relevant professional experience in child and family work (Social Work, Education, Psychology, Youth Work) • Significant cultural knowledge
Specialist expertise/experience	<p>Ideal candidates should demonstrate:</p> <ul style="list-style-type: none"> • Direct experience working with children and young people affected by trauma, family violence, or homelessness • Practice leadership or advisory experience, especially in mentoring or supporting case managers • Knowledge of child development, trauma-informed care, and attachment theory • Experience in service design, program evaluation, or applied research



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	<ul style="list-style-type: none"> • Familiarity with local service systems, including education, health, mental health, and child protection • Strong understanding of Child Safe Standards, the Children, Youth and Families Act 2005, and information sharing legislation • Cultural competence, particularly in working with Aboriginal and Torres Strait Islander children, CALD communities, and children with disabilities
Desirable skills	<ul style="list-style-type: none"> • Ability to develop age-appropriate tools, activities and resources for children aged 0–17 • Experience in data collection, analysis, and reporting for pilot programs • Excellent written and verbal communication, including report writing and stakeholder engagement • Capacity to work autonomously and collaboratively in a multidisciplinary team
Pre-employment checks	<p>All appointments require:</p> <ul style="list-style-type: none"> • 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 • Evidence of the Right to Work in Australia.
Cultural safety in the workplace	<p>MSAU-MDVS 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> <p>MSAU-MDVS also recognises and supports the role of all staff in providing a culturally safe work environment and ensuring culturally safe professional practice.</p>
Conditions of Employment	<p>Salary and conditions are in accordance the SCHADS AWARD 2010.</p> <p>Salary Packaging of Capped Living Expenses, Meals, Entertainment & Accommodation & Venue Hire Benefits, Remote Areas Benefits and Novated Leasing is offered with this position.</p> <p>Monthly RDO accrual for full time employees based on their 40-hour working week.</p> <p>All offers of employment are subject to a satisfactory Criminal History Check, Working with Children's Check NSW & Vic and current Driver's Licence.</p>



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	<p>All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period.</p> <p>All staff members will be asked to participate in an Annual Performance Review.</p> <p>Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.</p>
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Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____