



Mallee Sexual Assault Unit – Mallee Domestic Violence Services

POSITION DESCRIPTION: Risk Assessment Management Panel (RAMP) Coordinator

Our Values:	Our values reflect the way we interact, connect and work with clients, partner agencies and with one another. • 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:	Futures free from sexual and family violence.
About us:	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. We are committed to: • 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 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. 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. 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.



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Position Title	Risk Assessment Management Panel (RAMP) Coordinator
Position number	
Program	Client Services
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 6
Salary range	\$115,339.12 - \$120,437.20 per annum
Location	Mildura
Employment status	Full time - Ongoing
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 & The Orange Door
Other Key Relationships	Program Managers
Position Objectives	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. 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. • Strengthen the capacity of the service system to achieve the above two aims. 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.



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Key responsibilities	• Prepare detailed case analysis and provide support to the co-chair of the Panel. • Assess, facilitate, coordinate, and manage referrals to the program. • Monitor and follow up action plans developed by the Panel. • Develop and maintain relationships with relevant agencies and promote the work of the RAMP. • Maintain up to date knowledge of the family violence support sector policies and processes. • Ensure that all documentation is accurate and completed in a professional and timely manner. • Maintain all necessary administrative systems as required for the efficient operation of the Panel. • To work in line with information sharing legislation provisions and other legal requirements.
Key Selection Criteria	• 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.
Family Violence Minimum Mandatory Qualifications under Recommendation 209	As per the minimum mandatory qualifications requirements via https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners: All candidates wishing to apply for this role must be able to demonstrate that they: 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.



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	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). 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.
Specialist expertise/experience	• 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.
Pre-employment checks	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 • Evidence of the Right to Work in Australia.
Cultural safety in the workplace	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. MSAU-MDVS also recognises and supports the role of all staff in providing a culturally safe work environment and ensuring culturally safe professional practice.
Conditions of Employment	• Salary and conditions are in accordance the SCHADS AWARD 2010. • Salary Packaging 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 History Check, Working with Children's Check NSW & Vic and 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.



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	• All staff members will be asked to 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.
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Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____