



# Total Workforce Services

Application Information Package for the job opportunity:

Safety Action Meeting Coordinator

*Reference Number: 009BWG*



**Blacktown**  
Women's and Girl's Health Centre

Thank you for your interest in these positions. This package contains the information you require to apply for the position, including:

- Overview about the Employer
- Job Description
- Position details
- Selection Criteria

**Applications close: COB (5pm) Wednesday 6<sup>th</sup> July 2022**

## About the employer...

Our client Blacktown Women's and Girls Health Centre (BWGHC), is a feminist, non-for-profit charity meeting the needs of excellent health and wellbeing initiatives for women and girls and envisages a community in which women exercise equal rights, choose their own destiny and have a safe environment for themselves and their children. BWGHC work towards this by providing counselling, information and referral, advocacy, capacity building and support services to clients.

The organisation has been established in the area for over 30 years as one of 21 Women's Health Centres across NSW. Over this time, the BWGHC has grown and evolved to run a range of programs including women only Doctor and Nurse Clinics, Early Childhood Clinics, Legal Services, Drug and Alcohol support and advice, Counselling (Generalist and Domestic Violence), Case Work, Group Work and Information Services and auspice the North-West Sydney Women's Domestic Violence Court Advocacy Services.

### **Their Mission**

BWGHC are committed to providing a professional, affordable and holistic gender-informed service promoting health, wellbeing and empowerment for women, delivered in a caring, non-judgemental, respectful and safe environment.

They achieve this by:

- Providing a holistic women's health service to the community
- Educating women and children so they can make informed choices about healthcare and well-being
- Empowering women and children to make informed choices throughout their lives
- Providing a safe place for women and children
- Advocating for and supporting women from a feminist perspective

### **Values**

BWGHC recognise that women's health encompasses the physical, spiritual, environmental, emotional and social wellbeing of women and girls. BWGHC offers a holistic approach to understanding, managing and supporting women, girls and the broader community in the Blacktown LGA to make informed decisions about their own health and wellbeing. This approach is based on feminist philosophy, with an emphasis on respect and empowerment for all women and girls.

BWGHC values are:

- Dignity –treating all people in a way that is respectful of their diversity and as valued individuals
- Compassion – in their interactions with people, they strive to be kind and empathic
- Optimism – an unwavering belief in the positive potential inherent in people and society

### **The Community**

BWGHC provides health and well-being services to women and girls in Blacktown LGA, a 'huge and diverse' area with high levels of cultural and linguistic diversity. Many areas of Blacktown LGA experience high levels of socio-economic disadvantage, poor health outcomes and high levels of unmet need when it comes to service provision. The area is also experiencing rapid urban development and population growth and is now one of the most densely populated Local Government Areas in Western Sydney, further increasing the demand for services.

Leave work each day feeling part of making a difference to the local community! Find out more about BWGHC: [www.womensandgirls.org.au](http://www.womensandgirls.org.au)

## Some of the great benefits provided to employees...

- Salary Packaging – increase your take home pay
- Some above Award conditions
- Opportunities for multi skilling and up-skilling
- High level of diversity in role
- Excellent working environment

### Salary Packaging...

This employer has been endorsed as a Public Benevolent Institute (PBI). As such, they can offer their employees access to salary packaging benefits. Salary packaging offers significant tax benefits which present an opportunity for you to increase your take home pay by allowing you to take part of your income as a tax-free benefit. Salary packaging is completely voluntary but if you choose to utilise this, it can decrease your taxable income and therefore tax paid, increasing the amount you take home each pay period.

### Child Related Employment...

This role is classified as child related employment and as such, the successful applicant will be required to provide a copy of current clearance of a paid employment type NSW Working with Children (WWC) check (under the Child Protection (Working with Children) Act 2012). A copy of the letter you received from the Office of the Children's Guardian confirming your identity, your NSW WWC check number and expiry date is suitable.

If you don't currently hold a NSW WWC check, you do not need to gain this prior to applying for this job. Please accept this as advanced notice that should you progress through the recruitment process as far as to being offered the role, you would need to agree to apply for a check without delay as it can take up to 4 weeks to process. Fees involved are generally tax deductible.

However, if you currently hold a WWC check from another state or you hold a volunteer type NSW WWC, legislation does allow for you to start in the role assuming you apply to transfer to a new paid employment check within 3 months. So again, please note you do not need to gain this prior to applying for this job.

For more information, please visit the [Office of the Children's Guardian website](#)

### About the Program...

The aim of the North West Sydney Women's Domestic Violence Court Advocacy Service (NWSWDVCAS) program is to provide women experiencing domestic and family violence with threat assessment and safety planning, case coordination, information and Court Advocacy for clients in obtaining legal protection through an Apprehended Domestic Violence Order and provide liaison and secretariat support for Safety Action Meetings (SAMs). NWSWDVCAS also work in cooperation with other services at BWGHC.

## Probationary Period...

A six-month probationary period applies to all positions at this employer from the date of appointment. A probationary review will be conducted prior to conclusion of this period.

## About the Opportunity...

Reporting to the NWSWDCAS Manager this role coordinates and manages the Safety Action Meetings in the WDVDCAS area including secretariat support (developing SAM agendas, recording Safety Action Plans etc.).

## Position Details...

<b>Status:</b>	Full Time
<b>Hours per week:</b>	35 hours per week in total
<b>Days of work:</b>	Monday to Friday
<b>Award Coverage:</b>	Salary and conditions of employment will be as described in the NSW SCHADS Award.
<b>Salary:</b>	Salary classified at Level 5. Pay point to be determined with successful applicant based upon skills and experience. Details of this hourly rate can be found on the Fair Work website.
<b>Positions available:</b>	There is 1 vacant position being advertised
<b>Location:</b>	Based in Blacktown, NSW with some travel required throughout the Blacktown LGA

## COVID-19...

The services this employer is funded to provide to the community is categorised as an essential service so has remained open during COVID-19 shutdown periods. Just some of the measures this employer has adopted to ensure they are providing a COVID-SAFE workplace for their employees are:

- Daily cleaning of the premises and other items
- Social distancing
- Providing hand sanitizer
- Providing personal protective wear if needed
- Asking staff feeling unwell to remain home instead of coming in to work

It is a requirement that all employees are fully vaccinated for COVID-19 (including boosters as relevant) due to the nature of the work including working with vulnerable members of the community. Please note, the successful applicant will be required to provide their proof of vaccine certificate which will be securely stored in their personnel file.

## The Position Description...

### Safety Action Meeting Coordinator

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**Award/Rate of Pay:** SCHADS AWARD Level: 5

**Accountabilities:** Manager, NWSWDCAS

**Position summary:** The Safety Action Meeting (SAM) Coordinator manages the Safety Action Meetings in a certain area. Reporting directly to the WDVCAS Manager, the SAM Coordinator must demonstrate strong interpersonal and organisational skills in order to effectively manage the running of SAMs.

It is recommended that this role is remunerated in with line with a Grade 5 (minimum) for a Social and Community Service Employee under the Social, Community, Home Care and Disability Services Industry Award 2010 (Cth). The specific level of remuneration is dependent on the worker's experience.

#### DESCRIPTION OF DUTIES

This role includes, but is not limited to, the following key responsibilities:

1. Coordinating and monitoring SAMs in the WDVCAS area including secretariat support (developing SAM agendas, recording Safety Action Plans);
2. Liaising with clients in relation to Safety Action Plans developed at SAMs and/or support provided, or arranged, by the WDVCAS;
3. Ensuring timely data entry, and providing timely feedback regarding CRP referrals to the WDVCAU Unit where there are issues;
4. Working with the WDVCAS Manager to develop and administer policies, systems and processes for the effective operation of SAMs;

5. Complying with the SAM Manual, the Domestic Violence Information Sharing Protocol, the WDVCAP Policy and Procedure Manual and any other operational documents;
6. Assisting the WDVCS to comply with reporting requirements under the WDVCAP Service Agreement, WDVCAP Policy and Procedure Manual, the SAM Manual and other operational documents in relation to WDVCS responsibilities;
7. Building and maintaining constructive and positive working relationships with SAM members, in particular the SAM Chair and DVLOs; and
8. Participating in relevant community engagement activities.

***Selection Criteria:***

- Tertiary qualifications in relevant field such as Social Work/Community Services/Counselling
- A minimum of 1-year experience in a similar role (i.e. working with women in domestic/family violence specialist service/role)
- Personal and professional commitment to working within Blacktown Women's and Girls Health Centre's mission, values and feminist framework
- Excellent organisational and administrative skills;
- Excellent networking skills;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution;
- Knowledge and understanding of the dynamics, complexities and legal and social welfare consequences of domestic and family violence;
- Knowledge and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues;
- Ability to deliver services in accordance with the WDVCAP model of service delivery outlined in the WDVCAP Service Agreement, this Policy and Procedure Manual, the SAM Manual and operational documents;

- Knowledge of the domestic and family violence service system in NSW; and
- Current clearance in relation to Working with Children and relevant NSW Police Force checks.
- Driver's license (not essential but desirable)

*BWGHC considers being a woman a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act.*

## Recruitment process...

- Short listing of applicants for interview and notification is normally completed within a one to two-week period. Likewise, unsuccessful applications will be notified in this timeframe also
- You may be invited to initially participate in a brief telephone interview to discuss your application further and your suitability for the role
- It is standard practise to interview with a Selection Panel comprised by the employer themselves. The final decision of applicant suitability rests with them and is based on the Selection Criteria.

## How to Apply...

Please send us your resume which should include details of your previous work history with a brief description of duties associated as well as your educational history.

You will also need to address the selection criteria as mentioned in the ad/Position Description. The reason our client requires this information as it helps them make an informed decision about your suitability for the role and if you should proceed to interview. Addressing the selection criteria doesn't need to be a lengthy process, a few sentences to each is fine. It's all about allowing us a chance to get to know you a little deeper in things that might not be covered specifically in your just your resume.

*You are not required to provide your WWC number, copies of qualifications, referee details or any other detail at application stage. Should you be successful in proceeding in the recruitment process you will be asked to provide this information as needed.*

To apply please fill out an application on our website:

<https://www.totalworkforceservices.com.au/job-board>

Receipt of your application will be confirmed by email.

## Still looking for more information?

If you have any questions or would like to talk a bit more about this job before applying, please call us on (02) 4555 4634 or email [jobs@totalworkforceservices.com.au](mailto:jobs@totalworkforceservices.com.au)

Thank you for your expression of interest regarding this great opportunity.

Good Luck!