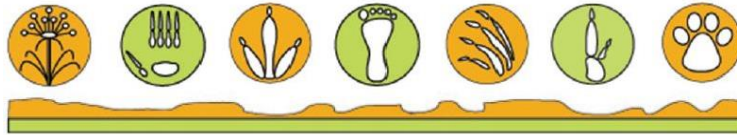


# BARKLY REGIONAL COUNCIL



## Safe House Officer – Elliott (SHO004)

### 1. Position Objectives

The position of Safe House Officer – Elliott is to assist the Safe House Team Leader – Elliott in providing case management support to women and children experiencing family violence and to assist in outreach support for “at risk” women and children by providing information, support, and referral.

*This position requires flexibility, as you may need to be on call outside of standard working hours.*

*As part of your normal duties, you may be required to sleepover on Council’s premises to supervise an activity or person from time-to-time. In this situation you will be paid a sleepover allowance and an on-call allowance.*

### 2. Our Vision, Purpose and Values

#### VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

#### PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

#### VALUES

- |                        |  |
|------------------------|--|
| <b>Integrity:</b>      | Upholding honesty and transparency in everything we do.  |
| <b>Diversity:</b>      | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| <b>Empathy:</b>        | Understanding and valuing the needs and experiences of others.                                 |
| <b>Accountability:</b> | Taking ownership of our actions through commitment to BRC and our communities.                 |
| <b>Service:</b>        | Dedicating ourselves to excellence, putting people first, and creating a positive impact.      |

### 3. Key Responsibilities

#### Accommodation and Safety

- Provide safe overnight emergency accommodation, or if necessary, accommodation until the situation giving rise to the person’s need for the Safe House is resolved.
- Conduct regular risk assessments of the Safe House and individuals to ensure the safety of all occupants.
- Ensure Safe House cleanliness is maintained.

### **Client Support and Confidentiality**

- Assessing the needs of victims of crime, including their safety, comfort, and emotional support requirements.
- Ensure client's rights are upheld and confidentiality is maintained.
- In consultation with the Safe House Team Leader – Elliott, provide accurate information and appropriate referral to clients as required.

### **Compliance and Community Engagement**

- Ensure compliance with and adherence to the Safe House mission and relevant policies and procedures.
- In consultation with the Safe House Team Leader – Elliott, ensure that up-to-date client files and data collection are maintained.
- Undertake community engagement through community events and assist with the delivery of the Domestic Violence message throughout the community.
- Keep accurate records of all activities, including safety incidents and risk assessments.
- Provide an on-call service on a roster basis to enable the Safe House to be available for emergency use.

### **Other**

- You will be required to perform your duties in Elliott or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

## **4. Key Accountabilities**

- Provide short-term safe accommodation, assisting women and children to safety.
- Maintain a clean, safe, and supportive environment for Safe House clients.
- Follow established guidelines and processes adhering to the Safe House mission, values, and relevant policies and procedures.
- Work professionally and confidently when dealing with clients.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

## **5. Organisational Relationship**

**Position Title:** Safe House Officer – Elliott (SHO004)

**Reports to:** Safe House Team Leader – Elliott (SHT002)

<b>Department:</b>	Community Services
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Director of Community Services Regional Manager Community Safety and Safe House Community Safety Coordinators Safe House Team Leader – Elliott Safe House Officers – Elliott Specialist DFV Worker Administration Officer – Night Patrol Other Council Staff
<b>External Liaison:</b>	Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

## 6. Wages and Allowances

<b>Classification:</b>	Level 3, Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
<b>Status:</b>	Casual (up to 38 hours per week)
<b>Hourly Rate:</b>	\$38.62 per hour (including 25% casual loading)
<b>SCG:</b>	12%
<b>Roster:</b>	The Supervisor will set a roster that is no more than 38 hours within a given week and/or 7.6 hours within a given day. The roster will be, within the span of ordinary hours of work, currently 6:00 AM to 6:00 PM, Monday to Friday.

## 7. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

Interpersonal:

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

### Commitment, Attitude, and Application to Duties:

- Provide courteous and timely attention to requests for information.
- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

### 8. Essential Criteria – Qualifications, Skills, and Experience

1. An understanding of domestic violence and family violence.
2. An understanding of mandatory reporting legislation.
3. Adaptability and flexibility with the ability to respond positively to new and unexpected situations.

### 9. Desirable Criteria – Qualifications, Skills, and Experience

1. An understanding of general office procedures and basic IT skills.
2. Previous experience in a similar role.
3. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
4. Previous experience working in Local Government.

### 10. Compliance, Training and Development

#### Mandatory

- National Criminal History Check
- Working with Children  
(Ochre Card – Northern Territory)

#### Desirable

- CH35021 Certificate III in Community Safety Services
- HCICS409A Recognise and Respond to Suspected Abuse of Vulnerable People
- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- Driver's Licence

### 11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

#### Physical Demand Classification:

This role is classified as **Medium Work**, involving physical activity, client support, and operational duties within a residential Safe House environment..

- This role involves manual handling tasks, including lifting, carrying, and assisting clients, as well as maintaining Safe House facilities.

- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
  - Stand and walk for extended periods;
  - Bend, kneel, and squat during cleaning, client support, and facility tasks;
  - Assist with client movements and support where required;
  - Maintain Safe House facilities, including cleaning and setup;
  - Work flexible hours including on-call and overnight shifts.

**Inherent Physical Requirements:**

- Ability to stand and walk for extended periods.
- Ability to work in a residential Safe House environment.
- Ability to lift and carry equipment and materials.
- Ability to bend, kneel, squat, and perform repetitive physical tasks.
- Ability to assist clients in a safe and appropriate manner where required.
- Ability to maintain sustained grip strength during manual tasks.
- Ability to respond to dynamic and potentially unpredictable situations.
- Ability to manage competing priorities and respond effectively to high-pressure or emergency situations.

Physical Requirements of Job Role							
Job Role	Safe House Officer - Elliott						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing			X				
Sitting					X		
Forward Reaching			X				
Neck flexion / extension / rotation				X			
Reaching above shoulder height		X					
Stooping & bending forward from standing position			X				
Kneeling / squatting		X					
Trunk rotation				X			
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		X					
Walking			X				
Walking over uneven surfaces		X					
Ladder climbing	X						

Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting		X					
Bilateral carrying		X					
Lifting with weight away from body <10kg			X				
Lifting with weight away from body >10kg		X					
Lowering a vertical distance > 25cm from waist to floor		X					
Lowering a vertical distance > 25cm from waist to shoulder height	X						
Lifting 0kg - 4.5kg			X				
Lifting 4.5kg - 9kg			X				
Lifting 9kg - 22kg		X					
Lifting 22kg - 45kg	X						
Lifting 45kg+	X						
Handling unstable objects		X					
Carrying		X					
Pushing / pulling		X					
Sustained / repetitive hand grip		X					
Tool use		X					
Exposure to vibration			X				

## 12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Peter Harder

16 / 04 / 2026

Date

**Chief Executive Officer**

## 13. Acceptance

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date