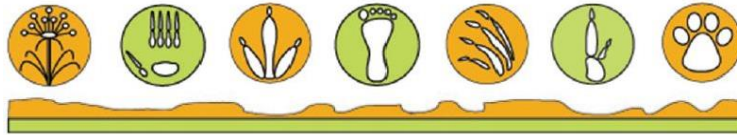


BARKLY REGIONAL COUNCIL



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

- | | |
|------------------------|--|
| Integrity: | Upholding honesty and transparency in everything we do. |
| Diversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| Empathy: | Understanding and valuing the needs and experiences of others. |
| Accountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| Service: | 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.
- 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)

Department:	Community Services
Supervises:	N/A
Internal Liaison:	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
External Liaison:	Other Council Staff Government and Non-Government Organisations Other External Stakeholders and Organisations Rate Payers, Residents, and Visitors

6. Wages and Allowances

Classification:	Level 3 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Casual (up to 38 hours per week)
Hourly Rate:	\$34.93 per hour (including 25% casual loading)
Zone Allowance:	Remote Community Zone Allowance \$2.5100 per ordinary hour
Sleepover Allowance:	Sleepover Allowance (\$15.75 per hour) will apply when required to sleepover on Council's premises to supervise an activity or person.
On-Call Allowance:	On-Call Allowance will apply when required to sleepover on Council's premises to supervise an activity or person.
SCG:	12%
Roster:	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:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.

- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within 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. Relevant formal qualifications or a desire to undertake training relevant to the position.
2. An understanding of general office procedures and basic IT skills.
3. Previous experience in a similar role.
4. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

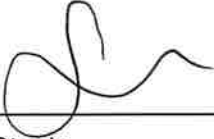
- National Criminal History Check
- Working with Children
(Ochre Card – Northern Territory)

Desirable

- Driver's Licence
- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- Working with Vulnerable People
- CH35021 Certificate III in Community Safety Services

11. Certification

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



Susan Steele

Acting Chief Executive Officer

13, 08, 25

Date

12. Acceptance

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

Signature

____/____/____
Date