

# BARKLY REGIONAL COUNCIL



## Safe House Team Leader (Full-Time – Fixed-Term)

### 1. Position Objectives

The Safe House Team Leader provides comprehensive case management support to women and children affected by family violence. Additionally, as the Team Leader, you will offer crucial outreach support to "at-risk" individuals, delivering information, assistance, and referrals to appropriate service providers.

In managing the Safe House operations, this position ensures seamless coordination with Safe House Officers to maintain 24/7 availability of emergency accommodation. This ensures immediate support for individuals facing domestic, family, and community violence.

*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

#### Duties and Responsibilities

- Provide short-term emergency accommodation or extended accommodation until client's situations are resolved.
- Maintain an on-call service rotation to ensure 24/7 availability of the Safe House for emergencies.
- Support both staff and clients in managing the situations necessitating use of the Safe House.

- Uphold client's rights and maintain confidentiality of client information.
- Engage with the community through events and contribute to spreading awareness about domestic violence.
- Maintain cleanliness and upkeep of Safe House facilities and resources.
- Attend community meetings and other relevant gatherings.
- Coordinate transportation for client's, including arranging transfers to other Women's Refuges and facilitating their return to their communities when needed.
- Organise personal development education and training for staff.
- Collaborate with government agencies and stakeholders.

#### **Administration**

- Conduct assessment, intake procedures, and follow-up with clients.
- Offer accurate information and make appropriate referrals for clients as needed.
- Ensure timely completion of client files, data collection, and reporting on SHIP and VALIDATA.
- Manage the Safe House budget responsibly.

#### **Other Duties**

- You will be required to perform your duties 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 safe, short-term, or extended emergency accommodation for women and children until their situations are resolved.
- Maintain an on-call roster to ensure 24/7 access to Safe House services and support.
- Conduct client assessments, manage intake and follow-up processes, and ensure accurate documentation within SHIP and VALIDATA systems.
- Uphold client rights and confidentiality while providing emotional support, information, and appropriate referrals.
- Maintain the cleanliness, safety, and upkeep of the Safe House and its resources.
- Coordinate client transportation, including transfers to other refuges and returns to home communities.
- Collaborate with staff, government agencies, and community stakeholders to improve support services and outcomes.
- Promote awareness of domestic, family, and sexual violence through community engagement and education programs.

- 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

<b>Position Title:</b>	Safe House Team Leader
<b>Reports to:</b>	Specialist DFV Coordinator
<b>Department:</b>	Community Services
<b>Supervises:</b>	Safe House Officers
<b>Internal Liaison:</b>	Chief Executive Officer Director of Community Services Specialist DFV Coordinator Regional Manager Community Safety and Safe House Council Services Coordinators Safe House Team Leaders Safe House Officers Other Council Staff
<b>External Liaison:</b>	Police Emergency Services Hospital and Health Clinics Other Men’s and Women’s Refuge Traditional Owners and Community Elders Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

## 6. Salary and Other Benefits

<b>Classification:</b>	Level 5, Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
<b>Status:</b>	Full-Time Fixed-Term (38 hours per week) <i>(Funding End Date: 30 June 2028)</i>
<b>Annual Salary:</b>	\$74,485.60 (\$2,864.83 gross per fortnight)
<b>SGC:</b>	12%
<b>Roster:</b>	The Supervisor will set a five-day roster that equals 38 hours per week, 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. Excellent written, verbal, and interpersonal communication skills, with the ability to quickly establish trust and rapport while maintaining confidentiality in accordance with the Privacy Act.
2. Solid understanding of the issues surrounding domestic and family violence.
3. Functional knowledge of the mandatory reporting legislation related to domestic violence and the protection of children.

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

1. Previous experience working and living in remote communities.
2. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
3. Previous experience working in Local Government.

## 10. Compliance, Training and Development

### Mandatory

- Demonstrated previous experience running Safe Houses or formal qualifications in Social Work, Psychology, or Community Development.
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)

### Desirable

- HLTAID011 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- HCICS409A Recognise and Respond to Suspected Abuse of Vulnerable People
- VTP414 4WD Operations on Unsealed Roads Course

- Driver Licence
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction

## 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 a combination of physical activity, client support, and operational duties within a community-based 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 transport where required;
  - Maintain Safe House facilities, including cleaning and setup;
  - Work in a dynamic, unpredictable environment including after-hours and on-call situations.

Inherent Physical Requirements:

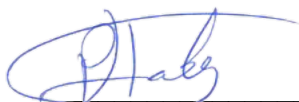
- Ability to stand and walk for extended periods.
- Ability to work in a community-based residential environment.
- Ability to lift and carry equipment and materials.
- Ability to bend, kneel, squat, and perform repetitive physical tasks.
- Ability to assist clients in a safe and appropriate manner where 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 Team Leader						
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		
<b>Mobility</b>	<b>Not required</b>	<b>Rare</b>	<b>Intermittent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>Comments</b>
Climbing step / platform				X			
Walking					X		
Walking over uneven surfaces				X			
Ladder climbing		X					
<b>Manual Handling</b>	<b>Not required</b>	<b>Rare</b>	<b>Intermittent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>Comments</b>
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  
Chief Executive Officer

16 / 06 / 2026  
Date

## 13. Acceptance

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

\_\_\_\_\_  
Signature

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