



JOB DESCRIPTION FORM		
POSITION DETAILS		
<b>Title:</b> Women's Advocate	<b>Award:</b> Social, Community, Home Care and Disability Services Award 2010 <b>Classification:</b> SACS Level 4 Paypoint 4	<b>Date of Currency:</b> January 2024
<b>Employment Status:</b> Part-time, rostered <b>Program:</b> Refuge and Outreach Services <b>Location:</b> Starick House, Mary Smith		
REPORTING RELATIONSHIPS		
<b>Position reports to:</b> Refuge and Outreach Coordinator		
<b>Positions reporting to this Position:</b> N/A		
PURPOSE		
<p>Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis intervention and recovery to address the impacts of Family and Domestic Violence (FDV) and to create safer communities.</p> <p>Starick provides crisis accommodation, outreach services and holistic support to women and children escaping from FDV. Our services are based in the eastern metropolitan corridor of Perth and include:</p> <ul style="list-style-type: none"><li>• Crisis and accommodation services through our two refuges, Mary Smith and Starick House. Starick is the lead agency for the eastern metropolitan region Refuge Service System Emergency Response (RSSMER), providing a 24-hour emergency response at Mary Smith refuge for women and children escaping FDV, and works with refuges across the metropolitan area to ensure a coordinated response to women and children at very high risk.</li><li>• Outreach Services</li><li>• Supported transitional housing</li><li>• FDV Advocates based in police stations</li><li>• Specialist children's programs</li><li>• Counselling for women and children</li><li>• Prevention and community education</li></ul> <p>Starick's operating frameworks are:</p> <ul style="list-style-type: none"><li>• Family and domestic violence informed (Safe and Together, Response Based Practice)</li><li>• Trauma informed</li><li>• Strengths based</li><li>• Culturally sensitive</li><li>• Client focused</li></ul> <p>Starick is committed to ensuring a child safe environment and work practices.</p>		



**Women's Advocates** are based at Starick's two refuges located , Starick House and Mary Smith, which provide crisis accommodation and outreach services in the south east metro corridor. .

Women's Advocates provide safety planning, support and for women residing in our two refuges and contribute to the smooth running of these services. They work closely with the Child Advocates and Counsellors to ensure that women and children are provided with holistic and client-centred services that meets their needs.

Starick's service model is based on partnering with women to support them to address risk, enhance their safety and wellbeing and achieve their outcomes.

Specific responsibilities include:

1. Providing crisis accommodation support and assistance for women escaping family and domestic violence (FDV)
2. Undertaking risk assessments and co-developing safety plans with women
3. Supporting women through case planning to achieve their aims and goals in the refuge and after safely exiting refuge accommodation.
4. Supporting women to safely exit the service into transitional housing programs, or social or private housing options, including connecting them to community agencies and services to enable their ongoing safety and connectedness in the community.
5. Developing and running FDV related programs and workshops to support the safety and wellbeing of women and their children.
6. Advocating and supporting women to access long-term housing
7. Linking with local community, government and non-government organisations to ensure appropriate services for women
8. Promoting community awareness and understanding of FDV

## **DUTIES AND RESPONSIBILITIES**

### **1. Intake, Risk Assessment and Safety Planning with clients**

Safely intake women and children into the refuge by:

- Undertaking risk assessments and safety planning with women on intake, throughout their stay at and exit from the refuge
- Ensuring immediate needs are met including food, clothing, and injury/medical needs.
- Referring children to the Child Advocate for child-specific intake, risk assessment and safety planning

### **2. Support Planning and Case Management**

Development of a support plan with each client to assist them to achieve their aims and goals through:

- Regular support plan meetings with women on a minimum fortnightly basis
- Identifying goals, actions and timeframes
- Monitoring and reviewing support plans
- Engaging in or initiating case management meetings, in consultation with the service Coordinator, with other Starick staff or external agencies as required
- Keeping accurate and FDV informed records and case notes
- Developing exit planning, support plan closure and follow up plans and procedures

- Evaluation of support plans with the client and Line Manager prior to the client's exit from the service, including actively seeking feedback from the client on the achievement of their goals and the services provided.
- Participation in case reviews as required.

### **3. Supporting Housing Transitions**

Supporting women to transition from refuge accommodation into Starick's transitional accommodation and/or into more permanent accommodation as part of ongoing support planning by:

- Identifying clients who are suitable/eligible for the Starick's transitional housing programs
- Assisting with the application process
- Providing practical support to re-establish independent living (furnishings and household items, removal costs etc)
- Ensuring clients understand tenancy requirements and providing support as necessary
- Supporting clients to plan for and access longer term accommodation at the end of the transitional housing tenancy

### **4. Program Delivery**

Supporting the wellbeing and recovery of women accessing the service by:

- Planning, co-ordinating and implementing programs to support women and children's safety and wellbeing, including FDV awareness, financial literacy, and health and wellbeing programs such as yoga, nutrition, lived experience workshops, art therapy, family camps etc.

### **5. Organisational Relationships**

Contributing to positive organisational relationships by:

- Working under general direction and operating as a member of a team.
- Contributing to the policies and procedures of Starick.
- Participating in organisational activities including planning and review.
- Actively participating in staff and team meetings.
- Adhering to work flow processes and timeframes
- Participating in regular management supervision with the Coordinator
- Participating in practice supervision, professional development and training as required

### **6. Administration and Reporting**

Ensuring the organisation meets data management, contract requirements and compliance by:

- Maintaining accurate and FDV informed client data, records and reports.
- Recording expenditure including emergency relief as per procedures.



## SELECTION CRITERIA

### ESSENTIAL

- Experience in providing crisis support and services to women and children experiencing family and domestic violence and/or homelessness.
- Understanding of FDV and trauma informed models, approaches, theories and practices when dealing with clients.
- Demonstrated knowledge and understanding of the impacts of FDV on children, families and wider communities.
- Sound knowledge and experience in support planning and case management.
- Well-developed interpersonal, verbal and written communication skills.

### DESIRABLE

- Qualification in social work, community work, counselling, community services or other related discipline.
- Experience in running or facilitating groups and programs.
- Computer literacy and experience in writing case notes and data recording.

### REQUIREMENTS

- National Police Clearance
- Working with Children Check
- A WA Drivers Licence
- Evidence of 'Right to Work' in Australia

## CERTIFICATION

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

CHIEF EXECUTIVE OFFICER:

  
Leanne Barron

DATE: 5/ 1 /2024

As the position holder I have noted the statement of capabilities, competencies and other requirements as outlined in this document.

POSITION HOLDER NAME:

SIGNATURE: \_\_\_\_\_ DATE: