

POSITION DESCRIPTION

Position Title:	Family Safety Contact Practitioner
Business Unit/Department:	Counselling and Family Violence
Directorate	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Enterprise Agreement 2021-2026
Classification:	Grade 2 Social Worker/ Grade 2 Community Development Worker (dependent on qualifications)
Reports To:	Manager Counselling and Family Violence via Senior Clinician Men's Family Violence Services
Direct Reports:	No
Location:	Melton, with some occasional work at Footscray, dependent on operational needs
Date Prepared/Updated:	16 February 2026

Position Purpose

Special Condition: *The recruitment for this role is in accordance with Family Safety Victoria's MBCP Guidelines. The minimum standards apply to all Victorian Government funded MBCPs delivered in the community. The minimum standards establish minimum requirements for program priorities and key components of program design, delivery, evaluation, and staffing. In accordance with 9.5 of the MBCP Guidelines the Family Safety Contact work is undertaken by a female worker. Accordingly only individuals who identify as female will be eligible to apply.*

Western Health (Bacchus Marsh, Melton, and Footscray) operate a Men's Family Violence Program to eligible adult male perpetrators of family violence. This program provides male perpetrators case management and Men's Behaviour Change Programs. It works closely with Orange Door providers to support perpetrators in providing education, support and strategies to change behaviour.

The Men's Behaviour Change Programs (MBCPs) in Victoria are designed to support men who are engaging in violent and abusive and/or controlling behaviour towards family members to change that behaviour. This is done in a group program where education, support and strategies are provided, as well as information and referrals for other supports as required.

The Perpetrator Case Management Program in Victoria is designed to support men who are engaging in violent abusive and/or controlling behaviour towards family members to change that behaviour, and provide support to affected family members via the family contact safety component of the program. The family safety contacts supports the partners/ family contacts of the perpetrators by providing information, support and referrals to relevant programs.

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The Family Safety Contact Practitioner is a rewarding role supporting the partners/ family contacts of the perpetrators by providing information, support and referrals to relevant programs. The role will be required to complete assessments and facilitate referrals in line with evidence-based practice and patient centred approaches for partners of male perpetrators entering the family violence programs at Western Health (Bacchus Marsh, Melton and Footscray). The role will also be required to work as part of the wider family violence teams located in Melton and Footscray to provide a coordinated approach to patient care and liaise with other referral partners such as the Orange Door.

Business Unit Overview

Integrated Community Health Services Directorate

The Men's Family Violence team sits within the Integrated Community Health Services Directorate. The Directorate focuses on delivering high quality care to people residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services and support services including Intake for Bacchus Marsh, Melton and Caroline Springs campuses.

The Integrated Community Health Services Directorate has a strong focus on multidisciplinary care with services being provided in both an individual format and group based interventions. Staff model the Western Health values of Compassion, Accountability, Respect, Excellence, and Safety.

Key Responsibilities

- Complete high quality risk based assessments based on MARAM Framework for Family Safety Contacts of male perpetrators entering the Men's Behaviour Change and Case Management Programs
- Work with and assist with assessment and referral recommendations for clients and family safety contacts within the Men's Family Violence Programs
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights', the 'Aged Care Charter of Rights' and the NDIS and Aged Care Codes of Conduct as applicable
- Participate in professional development opportunities
- A strong commitment to consumer participation
- Contribute knowledge, skills and attributes to the team
- Work collaboratively with other members of the multidisciplinary team
- Reflect client centred philosophy in the delivery of care
- Support change processes within teams and the organisation
- Provide clear communication and work with a multidisciplinary team approach
- Participate in the planning, implementation and evaluation of projects
- Maintain close professional working relationships and communication channels with other health professionals and support personnel
- Assist in education of others in the role of family safety contacts and specific areas of knowledge.
- Maintain statistics in accordance with Western Health Procedures and funding requirements.
- Ensure documentation is maintained in the standard manner when required
- Undertake project work when required
- Provide support with Men's Behaviour Change Programs facilitation when requested
- Assist with other duties as required by the director, manager, grade 4 clinician, grade 3 clinician
- Maintain an up to date knowledge and skills base to facilitate best possible patient care

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- Participate in service development, organisational meetings, staff development and training as required
- Ensure that all resources used within the program are regularly monitored and maintained in accordance with departmental guidelines
- Foster a positive, collaborative and productive team and demonstrate a commitment to organizational values.
- Utilise appropriate communication channels as per organisational structure

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Manager Counselling and Family Violence
- Senior Clinician (Men's Family Violence Team)
- Men's Behaviour Change and Case Management Clinicians
- Other members of the service/ team

External:

- Clients and family/ carers
- Community organisations
- Orange Door Clinicians
- Other relevant stakeholders

Selection Criteria

Essential

- Completion of a tertiary qualification in Social Work or equivalent and working towards the minimum mandatory qualification requirements as per recommendation 209 (details noted below)
- Skills and experience in counselling victim survivors of family violence
- Demonstrated commitment to professional development

Desirable

- Membership with Australian Association of Social Workers
- Experience working in family violence settings and awareness of the Family Violence Information Sharing Scheme (FVISS), Child Information Sharing Scheme (CISS), and Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM).
- Experience and knowledge around community based service models and funding programs
- Experience in the management of complex social needs
- Experience working within multidisciplinary teams
- Demonstrated organisational and time management skills

Minimum mandatory qualifications requirements:

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As per minimum mandatory qualifications requirements via <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners> all candidates wishing to apply for this role must be able to demonstrate that they:

1. Are considered EXEMPT under the policy OR
2. Hold a Bachelor of Social Work or other equivalent qualification OR
3. Have a minimum 5 years relevant professional experience, OR
4. Hold a related qualification as per the mandatory minimum qualification requirements OR
5. Hold significant cultural knowledge and experience or lived experience and have faced barriers to educational pathways.

Candidates wishing to enter the specialist family violence workforce who demonstrate one of points 3-5 above will be required to work towards an equivalent within specified timeframes (as per the minimum mandatory qualifications policy).

If you believe these pathways apply to you, please contact the Manager Community Programs to discuss further.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all

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responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date:

[Click here to enter a date.](#)

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