

POSITION DESCRIPTION

Position Title:	Men's Family Violence Intake Practitioner
Business Unit/Department:	Counselling and Family Violence
Directorate:	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement
Classification:	Social Worker Grade 2/Class 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
Date Prepared/Updated:	27 February 2026

Position Purpose

Western Health (Bacchus Marsh and Melton) 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 Group 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.

This role will support all areas of the Men's Family Violence Programs by providing intake based support for men accessing the MBCPs or Case Management programs. This role facilitates the entry of the perpetrator by completing an assessment to identify the appropriate clinical pathways and facilitate the initial appointment into the service. This coordinated approach to patient care supports timely access to care. At times this role will be required to support the team through the provision of Assessments, Case Management and Family Safety Contact work as directed by the manager.

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Business Unit Overview

Integrated Community Health Services Directorate

The Men's Family Violence team sits within the Integrated Community Health Services (ICHS) 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. and external partners to deliver a holistic approach to care for residents within the local community.

The City of Melton and Moorabool Shire are amongst the top 10 fastest growing local government areas within Victoria, with population growth expected to increase by ~ 140% by 2051. Significant growth and service development is expected within the next 10 years in response to local population growth and increased demand on local health services.

Key Responsibilities

- Provide high quality, ethical and professional intake and coordination services for eligible men for the PCMP and MBCP services
- Provide high quality assessments for the MBCP and case management services to eligible men
- Provide high quality, ethical and professional individual case management to eligible men through assessment, support, education and referrals
- Provide high quality, ethical and professional support to family safety contacts of eligible men accessing Western Health Family Violence Programs
- Ensure compliance with the expected standards of performance in the role as designated by the relevant professional industry standards and guidelines
- Work collaboratively with other services as designated by the relevant professional industry standards and guidelines, and comply with the relevant legislative requirements in Victoria for Family Violence Information Sharing Entities as defined
- Work collaboratively with the multidisciplinary services at Western Health Bacchus Marsh and Melton
- Maintain quality files and the integrity of client case information via the required client referral, information and management systems designated by the Victorian DFFH for PCMPs and MBCPs
- Provide accurate, timely and relevant data input to the client data management systems designated by the Victorian DFFH for PCMPs and MBCPs
- Contribute to and maintain the integrity of Western Health case allocation and management processes but providing intake support to engage male perpetrators
- Function as a member of the multi-disciplinary team to provide a consistently high standard of clinical care to clients.
- Work with other employees, departments, services and consumers to develop, implement and evaluate local initiatives to contribute to organisational best care objectives and best practice industry standards.
- Foster a positive, collaborative and productive team and demonstrate a commitment to organizational values.
- Assist with other duties as required

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- Participate in service development, organisational meetings, staff development and training as required
- Assist with other duties as required
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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:

- Director Integrated Community Health Services
- Manager Counselling and Family Violence
- Senior Clinicians (Men's Family Violence and Orange Door Team Leaders)
- 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 meets the minimum mandatory qualifications requirements as noted below
- Membership with Australian Association of Social Workers
- Demonstrated commitment to professional development
- 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)

Desirable

- 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:

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

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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 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 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.](#)

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Employee's Signature:

Date:

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

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