

## Position: Risk Assessment & Management Panel (RAMP) Coordinator

Hours per week **22.8 hours per week** Closing date: **06/03/2019**

### In this kit you find:

All Information on how to apply for a position with Grampians Community Health

- Key Selection Criteria to be addressed separately – *see page 2*
- Privacy Disclosure Authorisation Form – *see page 3*
- Job description of the position you are applying – *see page 4*

1. **Key selection criteria** must be specifically addressed in your application separately
2. Include **clear details** of work experience and qualifications
3. Include the name, address and daytime telephone number of two work- related **referees**
4. Include day and evening **telephone contact numbers** so that we can readily arrange interview times if necessary
5. Read and sign the **“Privacy Statement & Disclosure Authorisation Form”**, send with your application
6. If you are emailing your application, you will be sent an email confirmation of receipt of your application. If you do not receive this, please contact reception to confirm that your application has been received.
7. Successful applicants would be required to undergo a **Police Check, Disability Worker Exclusion Scheme**, and organise a **Working With Children Check**, **prior to commencement.**

Application must reach GCH by  
**5pm Wednesday 06/03/2019**  
Late applications will not be considered.

**For more information**  
Call - 5358 7400

### Address applications to:

**By Mail** Send to:

**“CONFIDENTIAL”**  
Greg Little  
CEO  
Grampians Community Health  
8 – 22 Patrick St  
STAWELL Vic 3380

**By e-mail** Send to:

email: [employment@grampianscommunityhealth.org.au](mailto:employment@grampianscommunityhealth.org.au)

**Please demonstrate clear connections between your qualifications, skills and knowledge, in the selection criteria by detailing your, experience and understanding of:**

1. A comprehensive understanding of the family violence service system
2. Work within legislated privacy and confidentiality guidelines and understanding of the challenges in a rural community
3. Ability to prioritise and contain pressing workloads and assist others to manage competing priorities.
4. Comprehensive understanding of the social model of health and how it relates to wellbeing and good health outcomes.
5. Clear understanding of the mandating process and an ability to work effectively with involuntary clients.
6. Ability to provide leadership, share knowledge and experience with others.
7. Understanding of risk assessment in relation to family violence, the provision of crisis intervention, and casework with women and children from diverse backgrounds who have experienced family violence.
8. Understanding of the complex nature and dynamic of family violence including the impact of family violence on women and children.
9. Ability to reflect on and analyse complex problems and provide workable solutions.
10. Capacity to adapt, support and manage change
11. Skills in building relationships with a range of government and other key stakeholders at a systemic and individual case planning level.
12. Proficiency in a variety of technology and communication mediums.
13. Understanding and knowledge of, the belief in Quality Assurance
14. Ability to remain abreast of changes within the family violence sector
15. Ability to articulate and support others to understand any changes as they occur.
16. Knowledge of the Family Violence Protection Act 2008 and the Common Risk Assessment Framework and the ability to share this knowledge and model systems of advocacy.
17. Experience with standards for information sharing for law enforcement data.



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## PRIVACY STATEMENT & DISCLOSURE AUTHORISATION FORM

As an applicant participating in Grampians Community Health’s (GCH) recruitment and selection process you are advised that the process involves a range of selection, methods and tools. These tools are used to address the selection criteria identified for the position and gathers employment related information about you as an applicant.

Information gathered during the process will not be used for purposes other than selection for the position you have applied. Information that GCH may gather in relation to your application may consist of the following:

- An employment application form
- Resume / Curriculum Vitae
- Interview Guides (completed during interview)
- Reference Checks (completed with third party organisations)
- National Police Check (completed with third party organisations)
- Passport and/or Work Visa
- Copy of Drivers Licence

Applications, interview guides and selection assessment documentation of all applications remains the property of GCH and storage of such records will comply with GCH’s Privacy Policy upon completion of the selection process for a maximum period of twelve (12) months. Records are stored securely & will be disposed of confidentially following the completion of this time.

Please ensure upon submitting your application that you return a signed copy of this Privacy Disclosure Authorisation Form.

Yours faithfully

*Greg Little*

Greg Little  
CEO

I, \_\_\_\_\_ ( name)  
consent to Grampians Community Health obtaining the personal information outlined above for the specific purpose of assessing my ability to meet the selection criteria for the position I have applied for.

Please tick this box if you agree to have your application considered for other employment opportunities within Grampians Community Health. Your application will be retained confidentially for a period of six months, and will be released for consideration when recruiting for other suitable positions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about this Job position?

Did you encounter any difficulties downloading/reading or requesting this application kit?

### Stawell

(Registered Company Address)  
8 – 22 Patrick Street  
Stawell 3380

### Ararat

60 High Street,  
Ararat - 3377

### Horsham

25 David Street,  
Horsham - 3400

### Nexus

14-16 Pynsent Street,  
Horsham - 3400

## JOB DESCRIPTION

<b>Position Title and cost code</b>	<b>Coordinator - Family Violence Risk Assessment and Management Panel (RAMP)</b>	<b>HFV23</b>
<b>Program and Team</b>	<b>Healthy Lifestyles</b>	
<b>Funded By</b>	<b>Department of Health and Human Services</b>	
<b>Based</b>	<b>Horsham or Stawell</b>	
<b>Responsible To</b>	<b>Program Leader Healthier Relationships to the Manager Healthy Lifestyles and through them the General Manager People and Community Support and the Chief Executive Officer</b>	
<b>Award</b>	<b>As per SACS Agreement: Social Worker / Welfare Worker Classification: Year 1 to 7 Level 2 - 4 Dependant on qualifications, skills and experience</b>	
<b>Tenure</b>	Subject to the signing of an <b>“Letter of Offer”</b> and successful <b>clearance</b> of required checks prior to commencement The period of employment is subject to ongoing funding and satisfactory work performance All GCH positions are subject to a <b>six-month</b> probationary period.	
<b>Hours per week</b>	<b>Part Time – 22.8 hours per week</b>	
<b>Last update of this PD</b>	<b>February 2019</b>	

### GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) is a not for profit Company Limited by Guarantee and operates as a registered Community Health Centre under the Health Services Act. GCH has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy. The aim of GCH is to provide coordinated health and community services to people within the Central Grampians and Wimmera sub regions. Staff at GCH work in many areas including: Generalist, Gambling, Alcohol and Other Drug Counselling, Withdrawal Services, Community Nursing, Psycho-Social Rehabilitation, Homelessness, Family Violence, Youth, Community Development, Health Promotion, Senior Adult, Disability and Carers. Information regarding the history and philosophy of GCH may be accessed via the [www.grampianscommunityhealth.org.au](http://www.grampianscommunityhealth.org.au) website.

#### **Vision Statement: “Vibrant & Healthy Communities”**

GCH, in collaboration with the communities we serve, will provide excellence and leadership in the development and delivery of primary health care and community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera.

### BACKGROUND OF THIS POSITION

Multi-agency **Risk Assessment and Management Panels (RAMPS)** are a key component of the Victorian Strengthening Risk Management (SRM) Program that aims to:

- Reduce risk and harm to women and children at serious and imminent risk from family violence;
- Reduce the potential for perpetrators to pose a serious and imminent threat to women and children, and to increase the accountability of perpetrators; and
- Strengthen the capacity of the service system to achieve the above two goals

RAMP’s involve the participation of government and key statutory and community sector agencies which respond to and support victims and perpetrators of family violence. Member agencies include Victoria Police, Corrections Victoria, Health, specialist family violence services for women and children; mental health services and housing providers.

The RAMP Coordinator will contribute to the effective operation of the RAMP and actively contribute to sector capacity building in the family violence and broader service system.

The RAMP Coordinator will be employed, managed by and accountable to Grampians Community Health.

## THE PRIMARY PURPOSE OF THIS POSITION

<p><i>Key aims and objectives, within the frame work of the Peak Policies of GCH:</i></p>	<p><b>The key aspects of this role are to:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate RAMP</li> <li>2. Process referrals for RAMP</li> <li>3. Provide secondary consultation to external stakeholders</li> <li>4. Develop a strong relationship with Victoria Police departments, Department of Justice, housing and mental health providers</li> </ol>
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## EXPECTED OUTCOMES / KEY MEASURABLE:

<p><b>Key Tasks and Responsibilities</b></p> <p><i>Accountable for</i></p>	<ol style="list-style-type: none"> <li><b>1. Coordinate RAMP</b> <ol style="list-style-type: none"> <li>a. Identify parties and individuals to participate in the RAMP process</li> <li>b. Ensure that relevant information to participate is sent to participating RAMP members in a timely manner</li> <li>c. Prepare information for RAMP members and provide administrative support to the RAMP and Chairs, including keeping records/minutes and collecting data</li> <li>d. Support the Chairs in monitoring and following up action plans</li> <li>e. Support the Chairs in monitoring and reporting on RAMP performance</li> </ol> </li> <li><b>2. Process referrals for RAMP</b> <ol style="list-style-type: none"> <li>a. Facilitate, monitor and review referrals to the RAMP and seek relevant information to inform suitability of referrals for consideration by the RAMP</li> </ol> </li> <li><b>3. Provide secondary consultation to external stakeholders</b> <ol style="list-style-type: none"> <li>a. Develop and maintain relationships with relevant agencies and promote the work of the RAMP</li> <li>b. Work collaboratively with key stakeholders to determine areas of optimisation deconstruct issues and develop solution focused approach.</li> <li>c. Provide RAMP Information Sharing System (RISS) training for RAMP members where required</li> <li>d. Undertake other duties as required in line with the SRM program guidelines.</li> </ol> </li> </ol>
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<p><b>Outcomes</b></p> <p><i>Accountable for</i></p>	<ul style="list-style-type: none"> <li>• Coordinate and actively participate in monthly RAMP meetings.</li> <li>• To monitor the number of new victims who receive a Risk Assessment and Management Panels response.</li> <li>• Annual KPI's as established by DHHS.</li> <li>• RAMP notes recorded in RAMP Information Sharing System</li> <li>• Attend relevant RAMP forums and training in Melbourne where required.</li> <li>• Monthly written report to manager</li> </ul>
<p><i>Accountable to internal and/or external</i></p>	<p><b>Internal</b>  <i>Reports to:</i> Coordinator of Healthier Relationships, Manager Healthy Lifestyles, General Manager People and Community Support and through this position to the CEO and the GCH Board of Management  <i>Key Liaisons:</i> Healthy Lifestyles and Healthy People and Community programs</p> <p><b>External</b>            Funding bodies including, Department of Health and Human Services,  <i>Key Liaisons:</i> DHHS, Department of Justice, Victoria Police, Victoria Police, Health, specialist family violence services for women and children, mental health services and housing.</p>

**KEY SELECTION CRITERIA:**

1. A comprehensive understanding of the family violence service system
2. Work within legislated privacy and confidentiality guidelines and understanding of the challenges in a rural community
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9. Ability to reflect on and analyse complex problems and provide workable solutions.
10. Capacity to adapt, support and manage change
11. Skills in building relationships with a range of government and other key stakeholders at a systemic and individual case planning level.
12. Proficiency in a variety of technology and communication mediums.
13. Understanding and knowledge of, the belief in Quality Assurance
14. Ability to remain abreast of changes within the family violence sector
15. Ability to articulate and support others to understand any changes as they occur.
16. Knowledge of the Family Violence Protection Act 2008 and the Common Risk Assessment Framework and the ability to share this knowledge and model systems of advocacy.
17. Experience with standards for information sharing for law enforcement data.

**ROLE AND RESPONSIBILITIES:**

1. Work collaboratively with key stakeholders to determine areas of collaboration and develop a solution approach.



2. The ability to recognise service and policy deficiencies and identify and analyse potential options / strategies to address these
3. Ensure that clients and community members are included in the decision making and work of GCH programs and projects
4. When a service and/or policy is identified as not working well, analyse potential options / strategies to address these and get this information to the relevant Core person or sub - committee to be debated and changed.
5. Use well developed communication, consulting and negotiation skills. Evaluate, and act to improve. Work to have well-developed computer skills, including basic research skills.
6. Use a flexible approach when dealing with issues and people but based on sound risk management.
7. Make sure deadlines are met particularly for reports, data collection and client issues.
8. Model GCH philosophy, ethics and values.
9. Work in a team, across GCH and independently when each is necessary.
10. Be able to maintain client confidentiality and a clear understanding of rural confidentiality issues.
11. Actively participate in Quality Assurance at GCH - this range from casework meetings, professional supervision, team/site meetings, GCH staff conferences, to working on Core sub committees and assisting in preparation for Quality Reviews.
12. Participation in Health Promotion/ Education activities.
13. As part of the wider GCH team, participate in the daily activities required for the smooth running of the organisation.
14. GCH is an NDIS service provider. Your expertise may provide opportunity for you to work with NDIS participants over and above this role.

## QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Social Work, Psychology, welfare or a related discipline.
- Licence to drive a motor vehicle.

## OTHER CONDITIONS:

1. This position does not require Overtime. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the Program Manager and/or Chief Executive Officer and may not be accrued to more than 15hrs/fortnight pro rata of employed hours. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that any TIL accrued in one pay period will be used in the next and not be carried forward beyond that next pay period.
2. All GCH employees are required to have a current licence to drive a motor car.
3. The organisation's cars can be used for work related activities, depending on availability. Use of own car will be reimbursed at the modified RACV mileage rate. The use of a private vehicle to travel in excess of 40km return needs to be approved in advance by the Program Manager, Finance Manager or the CEO
4. This position description will be reviewed annually as part of the Professional Development Program by the Program Manager in consultation with the employee and modified if necessary.
5. Ensure knowledge of current GCH Occupational Health and Safety policies as they relate to this sphere of work. **Occupation Health and Safety (OHS)** is a shared responsibility at GCH.
6. **Annual Leave** and **Personal (Sick) Leave** will be payable on a pro rata basis.



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7. GCH understands that "**normal working hours**" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Time sheet".
8. **Superannuation** contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
9. All permanent GCH staff has access to **salary packaging** which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
10. 48/52 or 50/52 leave variation options may be available at the relevant Managers discretion after a qualifying period (policy 4.5 Employment Conditions)
11. A National **Police Check** and **Working with Children** and **Disability Worker Exclusion Scheme** checks (**are required**) it will be carried out at the GCH's expense prior to commencement of employment.
12. Grampians Community Health is an **Equal Opportunity Employer** and a smoke free workplace.
13. **Risk management responsibilities** - all staff members are to:
  - understand and observe **Risk Management Policy (1.4)** and **(8.1 to 8.8)**, strategy and related procedures
  - assist in the identification and management of risks to be entered into the **Risk Register**
  - contribute to the development and implementation of **Risk Action Plans**
  - identify, evaluate and mitigate risks associated with their agreed success measures
  - provide timely assistance when requested information in relation to any insurance claim or risk management issue
  - make prevention a priority whilst undertaking daily tasks in the centre's operations

### PERSONAL LEAVE

**SCHCADS Award** -During the first year of service, 1 working day for each month of service. During the second, third and fourth years of service, 14 working days in each year and thereafter 21 working days in each year. (Cumulative)

The entitlement for absence from work because of a personal illness or injury is 3 SINGLE days **without a doctor's certificate in a calendar year**. After that any absent days from work because a personal illness or injury requires the employee to provide a medical certificate or statutory declaration.

It is the responsibility of the employee to notify your place of work of the absence and prepare a payroll variation informing the reason of leave as soon as practicable. (*To be authorised by your manager and sent to payroll officer*)

### ANNUAL LEAVE

Four weeks per year - pro rata of employed hours

### CONFIDENTIALITY:

#### Definition of confidential Information

In this agreement, "Confidential Information" includes confidential and proprietary information and various know-how, processes, computer software and related data documentation owned or by GCH or its clients, marketing strategies, customer requirements, all clients information, customer lists, employees' information, methods of doing business, the financial affairs of GCH and other confidential business information which belongs to GCH or its clients.

It is mandatory that all employees respect the rights of client's confidentiality. Within the building and between professional staff, there can be "team" confidentiality under agreed circumstances but this should be cleared first through the client. Under NO circumstances should a client be discussed or commented on by employees outside the agreed circumstances – see current Policy documents

- By signing this Position Description, I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person. I will not use for my own purposes or for purposes other than those of GCH, any Confidential Information which I have acquired in relation to the





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business of GCH, its affiliates, clients, employees or either. I acknowledge that the obligation to disclose to others or use the Confidential Information continues in effect following the termination of my employment with GCH, for whatever reason, unless I obtain the prior written consent of the Chief Executive Officer or Board of Directors.

I understand my obligations under this agreement, not to use or improperly disclose to others Confidential Information, shall remain in effect until the date upon which the Confidential Information has been publicly disclosed in a manner authorized by GCH or its affiliates or otherwise has become known to others, without my breaching this agreement.

**In the event of you finish your employment** with GCH it is mandatory that all exited employees respect the rights of clients to still have their confidentiality upheld. Under no circumstances should a client be discussed or commented on by an exited employee.

As part of the GCH team, you have been privy to much commercial in confidence information about GCH business and forward plans – it is a requirement that you keep this confidential after leaving us.

### **Specific grounds for disclosure**

*Circumstances when the interest of the community or other individuals outweigh the interest of consumer, information may be disclosed without consulting the consumer, for example when there is a serious threat to public health, safety or welfare.*

### **ETHICAL PRACTICES**

This position is to be delivered always consistently with the Grampians Community Health Code of Ethics.

### **CONFLICT OF INTEREST**

Staff must ensure that they understand potential or actual conflict of interest vis a vis their position at GCH if they are also employed in either their own business or another health/welfare agency, and take the relevant steps to ameliorate this conflict. The CEO must be made aware of any potential, actual or perceived conflicts of interest and agree to the management of these conflicts

I agree to abide by the policy and procedures of GCH -copies available from Manager and internal network

**Grampians Community Health is proud to be an accredited White Ribbon Workplace, accredited by the Quality Improvement Council, QIP Community Organisation of the Year finalist and has the Rainbow Tick.**

## Appendix for Grampians Community Health Position Descriptions 2017

### Philosophy Base:

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff & clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

### GCH Management Structure:

GCH has a collaborative management approach which harnesses knowledge, wisdom and experience from across the organisation. There are four main levels of leadership with specific levels of responsibilities:

- The Board of Directors
- The Chief Executive Officer (CEO), who is also the Company Secretary
- The Management Support Group (SMG), and
- CORE – a team consisting of the CEO, MSG members, and Program/Team Managers where many of the operational decisions are discussed and made

### Sub Committees:

- Ethics
- Finance & Risk
- Intake Coordination
- OH&S
- Quality Improvement Reference Group
- Rainbow Committee
- Staff Conference Committee

### Accreditation & Quality Standards:

GCH has an embedded culture of Continuous Quality Improvement and participates in external quality reviews and accreditation processes.

- **QIC** – Quality Improvement Council Standards. A whole-of-organisation continuous quality improvement approach with the aim of increasing organisational capacity.
- **Home Care Standards** – continuous improvement approach for Commonwealth Home Support Program providers, with a focus on the needs and preferences of care recipients.
- **Human Service Standards** - service quality standards that embed and promote rights for people accessing Victorian Department of Health & Human Services funded programs.
- **Rainbow Tick** – inclusive practice standards to ensure safe service delivery for Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) people in our community.
- **Victorian Child Safe Standards** – Compulsory child safe standards based on belief that all children have the right to feel safe and to be safe all the time.
- **White Ribbon Work Place Accreditation** - recognises workplaces that are taking active steps to prevent and respond to violence against women.

*Refer to the Grampians Community Health Vision and Values Document on the website  
[www.grampianscommunityhealth.org.au](http://www.grampianscommunityhealth.org.au) for further information.*