

BARKLY REGIONAL COUNCIL



Specialist DFV Coordinator

(Full-Time – Fixed-Term)

1. Position Objectives

The position of Specialist DFV Coordinator is responsible for coordinating Safe House support services to Domestic and Family Violence clients living in remote communities across the Barkly Region.

This position involves providing direct support to clients, key liaison with internal and external stakeholders, and overseeing the coordination and delivery of DFV services, particularly focusing on the needs of children, young people, and families.

This includes human and physical resources, data collection, and reporting. This position also works with a range of community-based groups and stakeholders, using consultative processes to work in collaboration to achieve the best outcomes for staff and community members.

It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.

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

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.
Service:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Program Management and Accountability

- Improve safety and assist victim survivors, including children, through accommodation services and outreach, aiming for their recovery goals.
- Develop and facilitate education and awareness programs for early intervention and promoting protective behaviors.

- Uphold the right to self-determination, choice, and cultural safety for clients.
- Ensure services are inclusive, non-discriminatory, and person-centered.

Service Delivery

- Support, train, and mentor the Safe House Team Leaders in Ali Curung and Elliott.
- Deliver counseling and wellbeing services to address trauma, improve emotional and physical health, and challenge gender-based power imbalances.
- Conduct group work activities to diminish the sense of isolation associated with DFV and trauma.
- Manage cases and develop safety plans for children, young people, and families at risk of or experiencing DFV.
- Provide personalised and holistic responses to reduce the impacts of DFV, enhancing safety, recovery, wellbeing, and independence.
- Respond to the unique needs of children and young people accessing Specialist DFV Services.
- Assist families in accessing local support networks, specialist agencies, and develop programs to reduce DFV.
- Develop and facilitate education and awareness raising programs that target early intervention and protective behaviours to reduce the impact of DFV with a focus on delivering holistic support and early intervention programs for children and young people and relevant community members
- Provide counseling and wellbeing services to enhance safety, recovery, and wellbeing.
- Travel to and work in remote service delivery centres involving overnight stays and extended periods, covering coordinator absences when required.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by the 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

- Report on program progress, impact, and outcomes.
- Support victim-survivors with trauma-informed care to enhance safety, recovery, and wellbeing.
- Deliver counseling to address trauma, improve health, and reduce isolation.
- Uphold cultural safety, inclusivity, and person-centered approaches.
- Meet reporting requirements and support Safe House Team Leaders as needed.
- Notify management of serious DFV service concerns.
- 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

Position Title:	Children Specialist DFV Coordinator
Reports to:	Regional Manager Community Safety and Safe House
Department:	Community Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Community Services Regional Manager Community Safety and Safe House Community Safety Coordinators Administration Officer – Night Patrol Safe House Officers Other Council Staff
External Liaison:	External Organisations and Stakeholders Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Component	Description	Annual Value
Award / Agreement	Local Government Industry Award 2020 / Barkly Regional Council Enterprise Agreement 2024 (BRCEA)	N/A
Classification Level	Pay Level (5) Pay Point (1-5)	N/A
Base Salary	As per Agreement Classification Level	\$76,347.74– \$81,668.24
Individual Flexibility Arrangement (IFA) Payment	The IFA incorporates agreed entitlements including overtime, penalty rates, allowances, and flexible working arrangements in accordance with the Enterprise Agreement	\$24,057.91
Superannuation	Employer SG Contribution @ 12%	\$12,291.97– \$12,943.32
Hours of Work	Ordinary hours	38 hours per week
Overtime	Incorporated into IFA with the exception of a Specialist requesting specific overtime outside of normal routines.	As per IFA
Annual Leave	Six (6) Weeks per Annum	N/A

Leave Loading	@ 17.5% as BRC EA	\$2,027.42– \$2,134.85
Other Leave Entitlements	Personal and other leave provisions	In accordance with NES and Enterprise Agreement
Allowances	Incorporated into IFA except for: Travel: Accommodation (when pre-approved) and reimbursements for breakfast and dinner up to the amounts in the EA	As per IFA
Housing Benefit	Council-provided accommodation package: Council will rent and provide a suitable furnished house for use upon signing a Housing Agreement	\$21,000.00 approximate value, not exchangeable
Housing Utilities	Council will pay for reasonable housing utilities per annum	\$4,600.00
Salary Packaging	Salary sacrifice arrangements available	As per Council policy
Employee Wellbeing	Employee Assistance Program (EAP) and wellbeing initiatives	Included
Funding Arrangement	This position is funded through Funding Program Name and is currently funded until 15 July 2028. Ongoing employment is subject to continued funding	N/A
Total Remuneration Package		\$140,325.04– \$146,404.33

7. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Ability to work effectively within a team, participate as a team member, and support other staff as required.
- Ability to manage high volumes of work, set and meet deadlines, and prioritise tasks effectively.

Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills, including with senior management.

- Strong stakeholder engagement and management skills.
- Ability to gain cooperation and assistance from staff and management to achieve position objectives.

Change Management:

- Ability to recognise issues, use initiative to identify and discuss proposed 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 prompt attention to requests for information.
- Demonstrate a positive and 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. High-level of competency in MS Word, Excel, Outlook including use of database and data reporting programs.
2. Demonstrated experience in providing support to children and young people in the context of domestic, family, and sexual violence.
3. Cultural competence, especially in working with Aboriginal communities and an awareness of the current issues faced by victims of domestic, family and sexual violence.
4. Proven history of developing and maintaining productive working relationships with key external stakeholders and referrers.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Degree in Social Work and eligible for membership of the Australian Association of Social Workers, or degree in Psychology or related Health discipline, with eligibility of relevant Australian Association Membership.
2. Prior experience using SHIP and VALIDATA.
3. Experience in the delivery of Government-Funded Programs.
4. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- Relevant formal qualifications or equivalent experience in DFV programs.
- HLTAID009 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence

Desirable

- VTP414 4WD Operations on Unsealed Roads Course
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work – Prevention of Sexual Harassment in the Workplace Training

- Prevention of Workplace Bullying and Harassment Induction Training

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 **Light Work**, involving a combination of case management, community engagement, program delivery, and travel across remote communities.
- This role involves minimal manual handling tasks, including occasional lifting and carrying of program resources, equipment, and materials.
- 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:
 - Sit for extended periods while undertaking case management, reporting, and administrative tasks;
 - Travel regularly to remote communities, including overnight stays;
 - Stand and walk during outreach activities, meetings, and program delivery;
 - Facilitate community education sessions and group activities;
 - Work in office, community, and remote environments.

Inherent Physical Requirements:

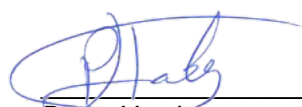
- Ability to sit for extended periods while undertaking computer-based work and reporting.
- Ability to stand and walk intermittently throughout the workday.
- Ability to travel regularly within the Barkly Region, including remote communities and overnight stays.
- Ability to work in both office and community-based environments.
- Ability to undertake occasional lifting and carrying of program materials and equipment.
- Ability to facilitate training sessions, meetings, and community activities.
- Ability to use computers, mobile devices, and office equipment for prolonged periods.
- Ability to work in varying environmental conditions while undertaking outreach activities.

Physical Requirements of Job Role							
Job Role	Specialist DFV Coordinator						
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			
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		X					
Walking				X			
Walking over uneven surfaces			X				
Ladder climbing	X						
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
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

17 / 07 / 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