

CURRICULUM VITAE

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Employment History Summary

Organisation	Dates	Position title
Dept of Community Services	Mar 13 - present	Child Protection Caseworker
YMCA NSW	Jul 12 – Nov 12	Child Protection and Compliance Manager
Dept of Community Services	Oct 09 – Jul 12	Child Protection Caseworker
Wesley Dalmar	Aug 05 – Dec 08	Children of Prisoners Project Worker
Attorney General's Department – Victims Services (VS)	Dec 04 – Feb 05	Counsellor/Snr Project Officer
NSW Police - secondment	Nov 03 – Nov 04	
Attorney General's Department - VS	June 02 – Oct 03	Senior Project Officer
	Dec 01 - April 02	A/Counselling Coordinator
	Oct 01 - Nov 01	Counsellor
	Jul 01 - Oct 01	A/Manager, Administrative Services
	Dec 00 - Jun 01	Project Officer
	Sep 00 - Dec 00	A/Coordinator, Disability Strategic Plan
Attorney General's Department – Executive and Strategic Services		
Attorney General's Department - VS	May 00 - Aug 00	A/Executive Officer
Victims of Crime Bureau	Nov 97 - May 00	Counsellor and A/Manager, Bureau Dec 97, Dec 98 and May-June 99
Charmian Cliff Cottages	Dec 95 - Nov 97	SAAP Case Management Adviser
Northern Sydney Area Health Service	Jan 95 - Dec 95	Health Promotion Officer
Bankstown Women's Health Centre	Jun 94 - Dec 94	Child Sexual Assault Counsellor
Armidale TAFE	Jan 94 - Jun 94	TAFE Counsellor
Armidale Women's Centre	Jan 93 - Jun 94	Child Sexual Assault Counsellor
Family Planning Association, NZ	1983 – 1992	Educator
Community Educator – self employed	1987 – 1991	Protective Behaviours tutor
Waikato Polytechnic, NZ	1987 – 1990	Tutor
Waikato University, NZ	1985 – 1988	Tutor
Justice Department, NZ	1980 – 1981	Residential Care Worker

EMPLOYMENT HISTORY

Mar 2013 – present **Child Protection Caseworker, Dept of Community Services**

Jul 2012 – Nov 2012 **Child Protection and Compliance Manager, YMCA**

Oct 2009 – Jul 2012 **Child Protection Caseworker, Dept of Community Services**

Aug 2005 – Dec 2008

Intake, give referral information and advice, initial assessment, prioritise for response; liaise with other states as required and with relevant agencies such as Police.

Undertake after-hours follow-up as required (transport child, arrange emergency placement, assist in preparing documentation).

Dec 2004 – Feb 2005 **Wesley Dalmar, Quakers Hill Family Centre, Project Worker**

Conduct online literature search on children of prisoners, meet with participating agencies, negotiate draft terms for scope of project, collate database of contacts and existing programs, draft interview schedules for children, parents and service providers, attend local interagency meetings.

Nov 2003 – Nov 2004 Counsellor/Senior Project Officer

Return to substantive position with core duties to coordinate support for victims with complex situations, complete review of implementation of the *Charter of Victims Rights* in government agencies and implement new provisions for Victim Impact Statements.

Jun 2002 – Oct 2003 Senior Project Officer, NSW Police Force

Seconded to coordinate implementation of the Government's strategy for community action on local drug issues. Resource and support 80 officers statewide, who participate in local level interagency planning and projects. Develop and coordinate strategies in response to issues arising, eg training, website. Liaise with Premier's Dept and other stakeholders and represent agency on relevant senior officers' groups. Provide briefings.

Dec 2001 - April 2002 Acting Counselling Coordinator

Undertake projects to support the counselling scheme for victims of crime, eg implement *Prohibited Employment* requirements, administer annual re-approval process for counsellors, review counselling reports, develop database for referral, supervise counsellor and client support staff and liaise with after-hours staff.

Oct 2001 – Nov 2001 Counsellor

Assist staff with enquiries from, and referrals for, victims of crime; assist victims to prepare Victim Impact Statements; prepare responses to alleged breaches of the *Charter of Victims Rights*; review policies for counselling and other support for victims of crime; undertake project work eg review provisions for counselling interstate.

Jul 2001 - Oct 2001 Acting Manager, Administrative Services

Provide personnel advice and support for 80 staff, responsibility for recruitment and staff movements, staff accommodation and building requirements and manage areas of administrative support for the agency including IT, Accounts, client support, records management, and implement OH&S and Flexible Service Delivery for clients with a disability.

Dec 2000 - Jun 2001 Project Officer

Undertake projects in line with the agency's business plan such as developing strategies for increasing access to services for Aboriginal clients and developing client and stakeholder information; undertake regular activities such as production of the agency's quarterly newsletter, preparing monthly stats reports, monitoring mailing lists and undertaking executive functions for the statewide interagency forum.

Sep 2000 - Dec 2000 Acting Coordinator, Disability Strategic Plan (DSP)

Coordinate the Department's DSP; provide executive support for the Disability Advisory Council and Internal Steering Committee for the DSP; conduct staff training; develop a website for staff guidelines and procedures to assist clients with disabilities; undertake project work and research issues for people with a disability in the justice system.

May 2000 - Aug 2000 Acting Executive Officer

Provide executive support for the Victims Advisory Board, monitor and research issues for victims of crime, provide executive support for the Director, Victims Services, including business planning, reporting requirements and monitoring the report-writing scheme, including the authorisation of report-writers, developing responses to emerging issues and complaints; provide executive support for the advisory panel.

Nov 1997 - May 2000 Social Worker (Counsellor)

Responsibility for crisis counselling for clients; supervise and debrief three Client Support Officers providing statewide telephone information and support; administer the approval process for 400 counsellors statewide, monitor operational and policy issues and manage complaints for the counselling scheme; undertake project work eg write counsellor guidelines, implement interstate counselling scheme.

Dec 1995 - Nov 1997 Case Management Adviser, Western Sydney

As part of a Supported Accommodation Assistance Program review, undertake a Commonwealth-funded pilot project to implement a standards-based, case management approach to service provision, in 20 emergency accommodation services. Research models of service provision for women who are mentally ill and their children, undertake cross-agency consultation, develop and deliver training modules and assist agencies to implement provisions of *Community Services (Complaints, Review and Monitoring) Act*.

Jan 1995 - Dec 1995 Health Promotion Officer, NSAHS

Research injury prevention approaches, develop a statistical profile of injury in the project area, undertake extensive consultation and relationship-building with community, non-government organisations and local councils and use health promotion planning and evaluation guidelines to develop strategies to reduce and prevent injury. The project was part of a World Health Organisation initiative to promote community ownership of injury prevention.

Child and Adolescent Sexual Assault Counsellor (CASAC)

Jun 1994 - Dec 1994 Bankstown

Jan 1993 - Jun 1994 Armidale

Provide sexual assault counselling for children and young people aged 2-18yrs and non-offending family members, including crisis intervention, long term support and court support, through funded program (CASAC) attached to selected women's centres in NSW.

concurrently Locum Counsellor, Armidale TAFE

Provide counselling for TAFE students in personal or financial crisis, assist students to establish accommodation and develop and deliver courses on coping skills, team building and conflict resolution.

1991 Fulltime study, Law, Waikato University, NZ

1987 - 1992 Protective Behaviours Tutor, NZ

Itinerant tutor, teaching an 8hour protective behaviours course to increase physical skills and build self confidence for women and girls of all ages, in community, schools and government settings, throughout the Waikato region. Undertake project work for the National Association of Self Defence Tutors and assist the Police and Local Council with crime prevention programs and initiatives.

concurrently Tutor, Waikato Polytechnic, NZ

Teach assertiveness, living skills and job-search skills to young people. Develop community work skills module of certificate program in community and social work and teach the antiracism component in all levels of Polytechnic courses.

1985 - 1988 Tutor, Waikato University, NZ

Tutor undergraduate courses in Statistical Method in Social Science Research, Community Psychology and Women's Studies. Occasional lecturer in the Women's Studies program.

1983 - 1987 **Fulltime study, social science, Waikato University, NZ**

1983 - 1992 **Educator, Family Planning Assoc, NZ**
Consult, plan, develop and deliver health and relationship programs for young people and women in a variety of settings including pre employment programs, post release from prison, primary and secondary schools and workplace health programs throughout the region. Undertake extensive resource development and train-the-trainer for clients with special needs and professional groups.

1980 - 1982 **Residential Care Worker, Justice Department, NZ**
Supervise girls aged 12-15yrs on remand, assist with residential activities, living skills and recreational support.

COMMUNITY and COMMITTEE EXPERIENCE

Jan 2002 - Nov 2002 Institute Public Administration Australia Working Group

1996 - 1997 Management Committee, Blacktown Women's Health Centre
Management Committee, The Women's Library, Sydney

1993 - 1994 Member, NSW Child and Adolescent Sexual Assault
Counselling Services (CASAC)

1990 - 1994 Member, Women's Health Action Centre, Waikato, NZ
Regional representative for Federation Women's Health Councils,
Waikato, NZ

1989 - 1991 Convenor, Regional Community Forum for Cervical Screening
Program

1987 - 1990 Member, Advisory Group, Continuing Education Department,
University of Waikato, NZ
Member, Human Relations Training Providers Planning Group,
Waikato, NZ

1983 - 1990 Member, Board, Homecare Service, Catholic Social Services
1977 - 1979 Area representative, National Council of Women, Waikato, NZ
Area Leader, Family Education Program, Catholic Education Office

1975 - 1983 Member, Playcentre Federation, NZ (various roles, session
coordinator, delivering parent education modules, committee
membership)

1973 - 1979 Member, Parents Centre, NZ