

HUISINTVELD HOUSE

MASTER BUNDLE

Policy Development | Program Professionals | Accredited Study Paths | Areas of Study | Job Positions Index

Draft operating architecture for a trauma-informed, voluntary, short-stay stabilisation and reunification sanctuary for women and children.

Field	Details
Document Owner	Christy Louise Stapleton
Linked Entity / Project	Huisintveld House (HH) / Matriarchal Reclamation Family Fund
Primary Use	Internal planning, grant preparation, job design, referral pathway design, program development
Status	Working draft - requires legal, clinical, insurance, child-safety, planning and funding review before implementation

This document is a planning brief, not legal, clinical, planning, child protection, or financial advice. Confirm all registrations, regulations, funding criteria and service standards with qualified professionals and relevant regulators before use.

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Use this bundle as the spine document. Each section can be split later into separate board papers, grant attachments, training policies, staff position descriptions, and referral forms.

1. Policy and Program Development Brief

Project title

Huisintveld House - Trauma-Informed Reunification Sanctuary for Women and Children

Item	Description
Structure	Emergency short-stay crisis accommodation, reunification support, maternal recovery, and routine-based stabilisation program.
Location	656 Hepburn-Newstead Road, Shepherds Flat VIC 3461 - subject to planning, title, occupancy, insurance, building, bushfire and service suitability checks.
Managing entity	Matriarchal Reclamation Family Fund / future incorporated charity structure, to be confirmed by legal and accounting advice.
Program model	Voluntary, non-punitive, trauma-informed, child-focused, community-led and maternal-first. Clinical tasks remain referred, supervised, or contracted where required.

Vision

To reverse maternal displacement by anchoring vulnerable women and children in sanctuary spaces where safety, co-care, skill-building, and reunification become practical, measurable and dignified.

Mission

Huisintveld House offers safe short-to-midterm accommodation and support for women and children following institutionalisation, imprisonment, domestic violence, housing collapse, or trauma-linked system intervention. The program replaces displacement with stability and silence with skill.

Core program pillars

- Stabilisation and detox support - emotional, physical and routine stabilisation from substance use, acute stress or system-induced trauma. Medical detox is not provided onsite unless explicitly licensed and clinically supervised.
- Mother-child reunification - supervised and supported reconnection where this is safe, lawful, voluntary and child-focused.
- Routine and regulation - daily rhythm built around rest, meals, sleep, gardening, repair, learning and supported relationship practice.
- Garden-to-table learning - cultivating food, self-efficacy, patience, responsibility and pride through seed-to-plate participation.
- Matriarchal mentorship - training women with lived experience to become peer mentors, support workers, community educators and future program contributors.

Funding and accreditation pathways to test

Pathway	Why it matters	Verification needed
Incorporated Association or company limited by guarantee	Creates a governing body separate from personal/trust affairs and improves funder confidence.	Consumer Affairs Victoria / ASIC / legal advice.
ACNC charity registration	Allows formal charity status and improves grant eligibility.	ACNC eligibility, purpose, governance and reporting requirements.
Public Benevolent Institution / DGR	Possible tax-deductible giving route if purpose and operations fit.	ATO and ACNC advice, legal review.
Human Services Standards / child safe compliance	Needed for credibility and many funded service partnerships.	DFFH and relevant Victorian standards.
Specialist Homelessness / family services partnerships	Referral and funding route for crisis and transitional support.	DFFH, local service networks, funded agency partnerships.
Corrections / post-release referral partnerships	Supports women leaving custody and stabilises child-safe reintegration.	Corrections Victoria and funded reintegration providers.

2. Program Professionals and Role Integration Framework

This section narrows program tasks into cross-trained occupations so one suitably qualified person may safely cover more than one function without blurring boundaries. The intent is lean, accountable, trained, female-led staffing rather than a heavy institutional machine.

Cross-training and role multiplication matrix

Role / Task	Base qualification	Dual-training pathways	Can also fulfil
Trauma peer mentor	Cert IV Mental Health Peer Work or verified lived experience plus supervised induction	Mental Health First Aid, trauma-informed practice, SafeTalk/ASIST, boundaries and records	Group support, check-ins, debrief assistant, resident-to-mentor pathway
Garden program coordinator	Cert II/III Horticulture, Agriculture, Permaculture Design Certificate or equivalent	Community Services, food safety, child-safe induction	Life skills facilitator, activity lead, routine builder
Reunification facilitator	Diploma Community Services, Social Work, Family Services, or equivalent	Parenting program, child development, family violence informed practice	Casework, child/family liaison, contact planning support
AOD mentor / night worker	Cert IV AOD or Cert IV Mental Health plus AOD skill set	MHFA, overdose response, suicide prevention, medication boundaries	Overnight supervision, relapse prevention, regulation support
Case manager	Bachelor of Social Work, Diploma Community Services with experience, or equivalent supervised role	Child safety, family violence, corrections, housing, case-note compliance	Referral coordination, risk planning, report writing
Cultural / elder / auntie in residence	Recognition of cultural authority, lived experience or community leadership	Facilitation, child-safe, trauma-informed boundaries	Circle holding, mentoring, staff cultural reflection
Admin and intake worker	Cert III Business, Community Services, or equivalent admin training	Privacy, records, child-safe, referral triage	Roster support, reporting, consent documentation
Education liaison	Teacher, ES worker, youth worker or education support qualification	Trauma-informed learning, school refusal, flexible learning	School liaison, learning routines, child transition plans

Recommended core certifications

Training / certificate	Use in HH	Suggested priority
Mental Health First Aid	Baseline for all staff and long-term volunteers	Mandatory
Child Safe Standards induction	Required for anyone working around children	Mandatory
Working With Children Check and National Police Check	Basic safeguarding gate before onsite work	Mandatory
First Aid + CPR	Immediate response capacity	Mandatory for rostered staff
Cert IV Mental Health	Crisis support and recovery-oriented practice	High priority
Cert IV Alcohol and Other Drugs	Relapse prevention, harm minimisation and referral literacy	High priority
Cert IV / Diploma Community Services	Casework, ethics, client rights, referral planning	High priority
Safe & Together or equivalent family violence-informed practice	Keeps focus on perpetrator pattern and child safety without blaming mothers	High priority
Trauma-informed practice CPD	Shared language for regulation and de-escalation	High priority
Food Safety Supervisor	Communal kitchen and garden-to-table activities	Role-specific
Horticulture / Permaculture / Agriculture certificates	Property, garden and self-supply functions	Role-specific
Medication assistance training	Only where policy allows non-clinical prompts; no unsupervised clinical medication management	Role-specific / regulated

Tasks to outsource or keep clinically separated

- Formal psychiatric diagnosis, medication prescribing, forced treatment decisions or involuntary mental health decisions.

- Medical detox, withdrawal management, drug dosing, or high-risk clinical monitoring unless HH is specifically licensed and staffed for it.
- Formal legal representation or court advocacy beyond support, referral, documentation and transport.
- Deep cleaning, biohazard cleaning, pest control and specialist maintenance.
- Complex child protection legal advice, forensic assessments or expert reports, unless provided by qualified external professionals.

Stay structure and placement design

Stay type	Duration	Purpose	Suitable when
Reparent respite	3-5 days	Calm reset, bonding, routine demonstration, early observation	No immediate harm, but home life is strained or escalating
Crisis admission	14-30 days	Immediate safety, stabilisation, referrals and crisis planning	Homelessness, DV exit, post-institutional release, urgent risk
Scheduled pilot stay	6 weeks	Measure regulation, routines, child engagement and care capacity	Testing the model with specific goals and consent
Long-term placement	3-6 months	Reunification, study, housing pathway and skill-building	Court, parole, housing or child-safety stability requires a longer arc
Returning graduate	Flexible	Peer mentoring, groups, garden leadership, community integration	A previous participant is stable and ready to contribute

3. Accredited Study Paths

Course and funding availability changes often. Treat this as a study map to verify through Skills First, local TAFEs, Learn Local providers, Workforce Australia, Centrelink study support, and direct provider enrolment checks.

Community services and trauma-informed support

Qualification	Study blocks covered	Typical duration	Delivery possibility	Funding check
Cert III Community Services	Communication, client rights, legal and ethical practice, risk awareness	6-12 months	Online/blended often available	Skills First / concession eligibility
Cert IV Community Services	Case notes, family support, crisis, referrals, youth/family work	12 months	Online/blended often available	Skills First possible
Cert IV Mental Health	Recovery support, trauma, crisis plans, psychosocial needs	12 months	Online/blended often available	Skills First possible
Cert IV Alcohol and Other Drugs	Substance use, relapse prevention, dual diagnosis, harm minimisation	12 months	Online/blended often available	Skills First possible
Diploma Community Services	Case management, leadership, program delivery, supervision	18-24 months	Blended/placement required	Skills First possible
Trauma-informed practice short course	Triggers, neurobiology, de-escalation, safe practice	1 day-8 weeks	Online available	Short-course grants / employer paid

Parenting, family support and mentoring

Course / qualification	Study blocks	HH use	Funding / access
Parent peer mentoring certificate	Boundaries, listening, referral, support skills	Resident-to-mentor pathway	Local grants / low-cost providers
Safe & Together core training or equivalent	Family violence and child safety without mother-blaming	DV prevention and reunification language	Usually professional development cost

Course / qualification	Study blocks	HH use	Funding / access
Cert III Early Childhood Education and Care	Child development, safe environments, play, observation	Child-focused supports and school transition	Skills First possible
Certificate IV Mental Health Peer Work	Lived experience practice, recovery, disclosure, boundaries	Peer support workforce	Skills First possible
Lived Experience Workforce Training	Story use, ethics, supervision, role clarity	Protects lived experience from being exploited	Often funded by sector programs

Permaculture, land-based and sustainable living

Course / qualification	Study blocks	HH use	Funding / access
Permaculture Design Certificate	Land use, food forests, soil, water, zones, resilience design	Garden overlay and community food culture	Usually paid; sponsorship/grants possible
Cert II/III Horticulture	Tools, propagation, weeds, edible landscapes, WHS	Female farm hands and garden crew	Skills First possible
Cert III Agriculture / Animal Studies	Animal welfare, safe handling, feeding, basic husbandry	Chickens, goats, animal care pathway	Skills First possible by provider
Kitchen garden facilitator training	Food growing, cooking, child education, community learning	Garden-to-table program	Foundation/grant sponsored possible
Sustainable living microcredential	Waste, water, energy, household sustainability	Self-supply and practical household skills	Short-course funding possible

Vocational and communication foundations

Course / qualification	Study blocks	HH use	Funding / access
Cert I Workplace Skills	Basic communication, work habits, digital literacy	Entry point for women with interrupted education	Often funded
Cert II Skills for Work and Vocational Pathways	Study prep, resilience, employability, literacy/numeracy	Re-entry into education	Often funded
Cert III Business	Admin, filing, records, communication, customer service	Admin/intake/support roles	Skills First possible
Financial literacy short course	Budgeting, bills, banking, tax basics, debt literacy	Housing stability and autonomy	Free community programs often available
Micro-business course	ABN basics, invoices, market stalls, insurance, simple bookkeeping	Farmers market / craft / food microenterprise	Provider dependent

4. Areas of Study

This section positions HH as a training farm, care environment, and practical education bridge. The aim is to grow skilled, trained, fresh-focused women who can contribute to food, children, homes, finances, relationships and sustainable living.

Skilled female farm hand pathways

Study area	Qualification / program	Core skills	HH application
Organic farming	Cert III Agriculture, horticulture or organic/biodynamic short courses	Soil, compost, crop rotation, harvesting	Seed-to-plate food production
Animal care and breeding	Cert III Animal Studies / husbandry modules	Welfare, feeding, safe handling, breeding ethics	Chickens, goats, therapy animals
Permaculture leadership	Permaculture Design Certificate plus onsite projects	Zoning, water, food forests, resilience design	Property plan and resident learning
Farm safety	WHS, manual handling, chemical safety, machinery induction	Risk control and safe participation	Daily chores without preventable injury

Hospitality and kitchen culture

Study area	Course / certificate	Core skills	HH application
Kitchen operations	Cert II Kitchen Operations / Cert III Hospitality	Safe food prep, service, cleaning, storage	Communal meals and employability
Food safety	Food Handler / Food Safety Supervisor	Hygiene, allergens, storage, illness prevention	Safe communal kitchen
Garden-to-plate cooking	Kitchen garden programs, community cooking courses	Harvest, meal planning, family cooking	Children learn food from seed to meal
Market stall pathway	Microbusiness / food handling / local permits	Pricing, display, customer interaction	Possible future farmers market participation

Early childhood, child trauma and school community support

Study area	Qualification / training	Core skills	HH application
Early childhood	Cert III Early Childhood Education and Care	Development, play, safe environments, observation	Mother-child routines and child learning
Trauma-informed child mentoring	Community Services + child trauma CPD	Regulation, transitions, school-safe strategies	Share practical modifications with schools
School refusal / re-engagement	Youth work, education support or flexible learning CPD	Attendance barriers, relationship repair, learning confidence	Education re-entry plan
Parenting under pressure	Evidence-informed parenting programs	Co-regulation, limit setting, repair after rupture	Carer confidence and child safety

DV prevention, healthy relationships and ancestral trauma

Study area	Qualification / training	Core skills	HH application
Family violence-informed practice	Safe & Together or equivalent CPD	Perpetrator pattern, child safety, survivor dignity	Avoid mother-blaming language
Healthy relationships	DV prevention coach training / respectful relationships training	Boundaries, consent, communication, repair	New relationship pattern teaching
Intergenerational trauma	Trauma-informed practice + cultural supervision	Shame cycles, grief, family scripts, resilience	Burning the repeat of shame through education
De-escalation	Mental Health First Aid, ASIST/SafeTalk, conflict de-escalation	Crisis prevention without force	Safety planning and calm containment

Finance, banking, tax and material value

Study area	Course / training	Core skills	HH application
Basic finance	Financial literacy short courses	Budget, bills, savings, debt, hardship	Housing and family stability
Banking systems	Community banking education / admin courses	Accounts, payments, statements, verification	Confidence with services and records
Tax basics	ATO community education / microbusiness training	TFN, ABN, deductions, records	Reduce fear of paperwork
Asset maintenance	Car/home/property maintenance workshops	Care, storage, repair, resale value	Material stability and pride
Reuse and repair	Circular design, upcycling, repair cafes	Tools, salvage, redesign, waste reduction	Self-sustainable household skills

Sustainability and self-sustaining homes

Study area	Course / training	Core skills	HH application
Renewable energy basics	Solar/battery intro courses or TAFE renewable units	Energy load, safety, solar basics	Lower-cost living education
Water and waste systems	Greywater, composting, rainwater workshops	Water saving, compost, worm farms	Property resilience
Natural building	Cob, strawbale, tiny homes, repairs workshops	Materials, insulation, safe DIY limits	Cabin and shelter literacy
Emergency preparedness	Bushfire, first aid, emergency planning	Evacuation, supplies, routines	Rural safety and confidence

5. Job Positions Index - Starting Structure

This is the first pass position architecture. Each role can later be converted into a formal Position Description with selection criteria, key responsibilities, qualifications, supervision level, mandatory checks, salary band, and reporting line.

Phase 1 - Governance, compliance and founding operations

Position	Purpose	Minimum baseline	Supervision / reporting
Board Chair / Committee President	Governance leadership, mission protection, board accountability	Governance training, child-safe induction, WWCC if onsite	Reports to members / board constitution
Secretary / Governance Officer	Minutes, registers, policies, lodgement calendar, compliance documents	Admin/governance experience, privacy training	Board Chair
Treasurer / Finance Lead	Budgets, grant acquittals, payroll liaison, financial controls	Bookkeeping/accounting experience, Xero/MYOB, finance policy	Board / external accountant
Child Safety and Safeguarding Officer	Child-safe policy, reporting pathways, risk reviews, induction	Child Safe Standards training, WWCC, mandatory reporting literacy	Board and Program Manager
Privacy and Records Officer	Consent, file security, records schedule, incident logs	Privacy/confidentiality training, admin skill	Program Manager / Governance Officer

Phase 2 - Core program and care team

Position	Purpose	Minimum baseline	Supervision / reporting
Program Manager	Runs the service, supervises staff, manages referrals, risk and partnerships	Social Work / Human Services / Diploma Community Services plus leadership experience	Board / CEO structure
Senior Case Manager	Assessment, case plans, housing, Centrelink, court-ready summaries	BSW or Diploma Community Services with strong experience	Program Manager
Child and Family Practitioner	Mother-child routines, parenting support, child observation, reunification planning	Family services, early childhood, social work or psychology-related qualification	Program Manager / Clinical Supervisor
AOD Practitioner / Recovery Worker	Harm minimisation, relapse prevention, referral, consent-based screening support	Cert IV AOD or equivalent	Program Manager / external clinical supervisor
Mental Health Practitioner / Recovery Worker	Regulation, safety plans, psychosocial support, warm referrals	Cert IV Mental Health or higher	Program Manager / external clinical supervisor
Registered Nurse - visiting	Weekly health check option, medication education, health referrals	Registered Nurse, AHPRA registration	External clinical governance
Family Violence Specialist	DV risk literacy, safety planning, respectful relationship work	Family violence qualification / Safe & Together training / sector experience	Program Manager / specialist service partnership
Youth Worker	Adolescent engagement, behaviour support, activity planning, school re-entry	Cert IV Youth Work / Community Services	Child and Family Practitioner
Education Liaison	School re-engagement, learning routines, school communication	Teacher, ES worker or youth/education background	Program Manager
Peer Mentor Lead	Guides lived-experience mentors and graduate pathway	Peer work qualification or lived experience with supervision training	Program Manager
Night Support Worker	After-hours safety, calm containment, emergency response	MHFA, First Aid, child-safe checks, Community Services/AOD/Mental Health desirable	Program Manager / On-call lead

Phase 3 - Farm, house and daily-life operations

Position	Purpose	Minimum baseline	Supervision / reporting
House Coordinator	Daily rhythm, meals, room readiness, house agreements, practical care	Community Services or hospitality/house management experience	Program Manager
Garden and Permaculture Lead	Garden plan, planting, chores, resident learning, harvest calendar	Horticulture, agriculture or PDC with WHS	Program Manager / Property Lead
Animal Care Lead	Animal welfare, child-safe animal contact, feeding and records	Animal studies/husbandry or verified experience	Property Lead
Hospitality and Food Lead	Menu planning, food safety, communal cooking, food storage	Food Safety Supervisor, hospitality/kitchen skills	House Coordinator

Position	Purpose	Minimum baseline	Supervision / reporting
Maintenance and Property Safety Lead	Repairs, fire exits, contractors, safety checks, equipment logs	Maintenance experience, WHS, relevant licences for trades	Program Manager / Board property subcommittee
Cleaner - outsourced or hired	Sanitation, turnover, deep cleans	Cleaning experience, police check, child-safe boundaries	House Coordinator
Transport and Appointment Support	Safe transport to school, court, health, Centrelink	Licence, safe driving record, child-safe checks, boundaries training	Case Manager

Phase 4 - Learning, volunteers and community-building

Position	Purpose	Minimum baseline	Supervision / reporting
Training and Placement Coordinator	TAFE/university placements, induction, learning logs	Training/education/community services background	Program Manager
Volunteer Coordinator	Recruitment, checks, rosters, role boundaries, gratitude and retention	Volunteer management or admin/community experience	Program Manager
Student Placement Supervisor	Supports 20-year-old uni/TAFE students without dumping risk onto residents	Relevant qualification and supervision capability	Training Coordinator
Finance and Life Skills Coach	Budgeting, bank forms, Centrelink literacy, tax basics, material value	Financial capability training / community finance experience	Case Manager
Community Workshop Facilitator	Business owners and women teach practical skills without overstepping into care	Workshop plan, checks if regular, code of conduct	Training Coordinator
Cultural Liaison / Auntie Network Lead	Cultural safety, First Nations engagement, elder wisdom, belonging	Community standing and cultural authority	Program Manager / Cultural governance

6. Intake, Referral and Evidence Flow

The service must show that each placement meets a real need. When there is no waitlist, HH may test short-term reparenting respite or scheduled return stays, but this should still be structured, consent-based and measured.

Core eligibility logic

- Woman or mother is facing homelessness, post-release instability, relapse risk, family violence exit, mental health crisis recovery, child-protection pressure or institutional release.
- Children remain legally with their parent/caregiver unless another lawful order exists. HH does not replace court authority, Child Protection, or guardianship law.
- No former partners or ex-partners onsite. No overnight visitors. Visitors only by approved policy and risk screen.
- Participation is voluntary and non-punitive. Consent, safety and dignity are documented.
- Where child safety risk is immediate, staff follow legal reporting duties and emergency procedures.

Referral documents to keep in the bundle

Document	Purpose
Formal Intake Protocol - Post-Release Women with Children	Admission criteria, stay length, conditions, supports and reporting.
Parole and Corrections Referral Language	Positions HH as a voluntary, structured release and reintegration support.
Court Submission Language - Post-Release Placement	Frames HH as the least intrusive protective option where lawful and safe.
Judicial Diversion Summary	Explains legal alignment with family preservation and contemporaneous evidence.
Parent Information - Voluntary Stay	Plain language explanation of what the stay means for the parent.
Child Protection Worker Diversion File Note	Professional rationale for voluntary diversion rather than escalation.
Behavioural Regulation Program Module	Core principles and measurable child/adolescent behaviour outcomes.

Measurable indicators

Metric	Evidence method	Why it matters
Self-regulation development	Daily observation log, resident reflection, escalation/de-escalation notes	Shows change without relying on labels.
Parent-child co-regulation	Routine observation, attachment moments, repair after rupture	Shows family function improving in real time.
Housing stability plan	Applications, appointments, documents gathered, support letters	Turns crisis stay into a housing pathway.
Education re-engagement	School contact, attendance plan, learning routine, child confidence	Keeps children out of placement drift and disconnection.
AOD or relapse prevention progress	Consent-based goals, support attendance, trigger map, safety plan	Targets risk without punitive shame.
Community participation	Garden, meals, chores, groups, workshops	Measures living rhythm and contribution.

7. Supporting Documents Map

The following source documents and property-related materials are held separately and can be attached to grant, court, property, planning or operational packs as needed. Keep sensitive property, probate, title, personal and legal materials separate from public-facing program material.

File / source	Use in master bundle ecosystem	Public-facing?
HH_Behavioural_Program_Module.docx	Behavioural principles and outcomes for child/adolescent regulation module.	Possible after review
HH_Formal_Intake_Protocol_Post_Release.docx	Post-release intake rules, stay lengths, conditions and supports.	Internal / referral-facing
HH_Parole_Corrections_Referral_Language.docx	Corrections referral language and reintegration alignment.	Referral-facing
HH_Court_Language_Post_Release_Placement.docx	Court wording for least intrusive placement argument.	Court/legal review needed
HH_Judicial_Diversion_Summary.docx	Judicial overview for diversionary option.	Court/legal review needed
HH_Parent_Information_Voluntary_Stay.docx	Plain-language parent information handout.	Public/referral-facing after review
HH_CP_Worker_Diversion_File_Note.docx	Child Protection file note style rationale for voluntary diversion.	Internal/professional-facing
Orchard_Gate_Probate_Claim_Christy_Stapleton.pdf	Property/probate claim context; keep separate from service delivery documents.	Private/legal review only
Hepburntitle.pdf / Hepburn historical title materials	Site and title evidence; keep separate from program operations unless planning/property review needs it.	Private/legal review only
HEPBURN656Plan.pdf / floorplan images	Site planning, capacity and safety overlays.	Internal planning only

Public-language safety note

For public documents, use service-safe language: voluntary, trauma-informed, child-safe, evidence-informed, family preservation, stabilisation, skills, referral pathways, governance, consent, dignity, and measurable outcomes. Keep inheritance, probate, title, private lineage and legal dispute materials in a separate evidence pack.

8. Next Build Steps

1. Convert the Job Positions Index into individual Position Descriptions, starting with Program Manager, Case Manager, Child and Family Practitioner, Night Support Worker, Garden Lead, House Coordinator and Volunteer Coordinator.
2. Build a mandatory induction checklist for all staff, volunteers, students, contractors and visiting workshop facilitators.

3. Create a supervision policy: operational supervision, clinical supervision, lived-experience supervision, cultural supervision and board accountability.
4. Create a risk and incident system: daily log, incident log, mandatory reporting trigger guide, visitor log, medication boundary policy, AOD boundary policy, and emergency response plan.
5. Create a 12-month training calendar mapped to government-funded courses, free short courses, TAFE enrolments and onsite workshops.
6. Separate documents into three packs: Public/Grant Pack, Referral/Professional Pack, and Private Legal/Property Pack.

Working phrase: We do not just house the broken. We prepare builders.