



WOMEN'S LEGAL CENTRE (ACT & REGION) INC.

POSITION DESCRIPTION

POSITION TITLE:	SOCIAL WORKER
REPORTING TO:	Senior Solicitor, DVP
CLASSIFICATION:	Community Services 6 (MEA 6)
EMPLOYMENT TYPE:	Fixed term Full-time

1. THE ORGANISATION

The Women's Legal Centre is a community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, domestic violence, victims of crime, employment and discrimination.

The Centre includes the Domestic Violence Program. This is a specialised service within the Centre designed to provide intensive legal advice and representation and related social work support to women experiencing domestic and family violence.

The Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program is an additional specialised service within the Centre. The Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women. The Program is also a Yarrabi Bamirr Justice Reinvestment trial site and provides intensive case-management support to Aboriginal and Torres Strait Islander women exiting goal and their families. The Program works closely with lawyers and social workers across the Centre.

The Centre also provides community legal education and resources and supports law reform to improve legal and policy responses to discrimination and violence against women.

2. POSITION SUMMARY

The Social Worker provides social work support and case management to clients of the Centre experiencing or at risk of family and domestic violence. They are a key plank of the Centre's socio-legal service delivery model.

The Social Worker will work as part of the small Domestic Violence Program team to provide wrap-around support to clients of the Centre. This team consists of the Senior Solicitor and junior solicitor to provide an integrated model of socio legal support. They also work with the Centre's leadership and staff to support the development of the Centre's Service Delivery model which is based on a socio-legal framework to provide holistic, wrap around support and integrated services.

The Social Worker carries a caseload of clients providing a mix of short-term, longer-term and intensive case management support. The focus of the Centre's Social Work Practice is to provide our clients with assistance and support throughout their legal matter to strengthen their resilience, engage with community supports, gain the skills and confidence needed to manage their legal matter and build personal capacity and independence.

The Social Worker is also responsible for building positive relationships and networks with organisations and services to ensure our clients are able to access relevant services including housing, income security, financial management, parenting support, children's support services and health and wellbeing support. These networks should also support appropriate referrals in, so that vulnerable women are able to access the Centre's services.

3. KEY RESPONSIBILITIES

1. Casework and integrated, wrap-around support

- 1.1. Provide social work support for clients to support their engagement with their legal matter. This includes initial needs assessments, and as identified, one-off support and/or ongoing case management.
- 1.2. Develop and coordinate case plans for clients requiring intensive support from initial contact, goal setting, case planning and review, referral and exit planning.
- 1.3. Provide guidance and support, practical assistance, information, referral, crisis intervention, counselling and other support to clients in line with their case plan and to support their ongoing engagement with their legal matter.
- 1.4. Undertake comprehensive and ongoing risk assessments and develop and review safety plans with women.
- 1.5. Support the further development and integration of the Centre's social work and legal practices, including strengthening policies and procedures to support the Centre's approach.
- 1.6. Participate in Case Management meetings and other processes designed to support case allocation, review and the provision of integrated services.
- 1.7. Supervise any junior social workers in the Program, ensuring casework services are of high-quality, support a client's goals and engagement with her legal matter.
- 1.8. Support solicitors, other professionals, student placements and volunteers to deliver high quality and integrated services to the Centre's clients.

2. Networks and referral

- 2.1. Develop and maintain effective working relationships with government and non-government agencies providing services and support for women and children who have experienced domestic and family violence.
- 2.2. Represent the Centre in relevant networks and fora in the legal and community sector.
- 2.3. In conjunction with other team members undertake DVP and Centre promotion, presentations and community education.

3. Organisational responsibilities

- 3.1. Maintain accurate client records and data, including case notes and CLASS records.
- 3.2. Participate in regular professional supervision with the Senior Solicitor and a qualified external social work practitioner.
- 3.3. Undertake professional development in line with AASW CPD requirements.
- 3.4. Ensure compliance with policies and procedures of the Centre.
- 3.5. Contribute to Centre's reports and publications.
- 3.6. Attend regular staff meetings and participate in the Centre's planning with staff and Board.
- 3.7. Other duties as directed by the Principal Solicitor or the Executive Director.



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Selection Criteria

- (1) Demonstrated ability to provide culturally appropriate and effective social work interventions, individual case work and coordination to strengthen our clients' resilience, material and emotional well-being, and build personal capacity and independence
- (2) Ability to work collaboratively, independently and creatively in a multi-disciplinary practice to support the integration of legal and social practice to improve outcomes for clients. This includes the desire to liaise, consult and collaborate with professionals from a non-social work background.
- (3) Well-developed interpersonal communication skills including the ability to build referral and support networks across the sector to assist clients and promote the support provided by the social worker as part of the Centre's practice.
- (4) Experience developing, reviewing or implementing policies and procedures to support a social work practice.
- (5) Demonstrated understanding of the issues facing women experiencing family and domestic violence and commitment to improving women's access to justice and empowering women to set and achieve their goals.

Qualifications and Requirements

Membership or eligibility for membership with the Australian Association of Social Workers.

Working with Vulnerable People registration (ACT). For further information please see www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwwvp%29-registration