



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

POSITION DESCRIPTION

POSITION TITLE:	SOCIAL WORKER (COVID)
REPORTING TO:	Practice Head (Socio-Legal)
CLASSIFICATION:	Community Services 4-5 (MEA 4-5)
EMPLOYMENT TYPE:	Fixed term (12 months), Full-time

1. THE ORGANISATION

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

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates a social work practice to provide wrap-around support to the most vulnerable and at-risk clients.

The multi-disciplinary practice is complemented by the Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program. This Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to understand and address discrimination and violence against women.

2. POSITION SUMMARY

Centre Social Workers provides discrete support and case management services to clients experiencing, or at risk of family and domestic violence, or who have other vulnerabilities which means they will benefit from additional support alongside their legal matter.

The COVID Social Worker works as part of the Socio-Legal Team. This team are a critical part of the Centre's multi-disciplinary approach to legal services. The team is lead by a Social Worker and includes the Mulleun Murra Case Manager.

The Socio-Legal Team provides 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.

This position will carry a caseload of clients providing a mix of short-term, long-term, and intensive case management support. This position will undertake initial assessments and provide support and referrals to ensure relevant needs are addressed in areas including housing, income security, financial management, parenting support, children's support services and health and wellbeing support, and in turn allowing women to engage proactively with their legal matter.

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, discrete 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. Participate in Case Management meetings and other processes designed to support case allocation, review and the provision of integrated services.
- 1.6. Support solicitors and other staff to deliver high-quality, integrated and trauma-informed services.

2. Networks, referral and community education and training

- 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 forums in the legal and community sector.
- 2.3. Develop and deliver community education and training to increase the understanding of the value of legal assistance and the role of the Centre among the community, women's and domestic and family violence sector in the ACT.
- 2.4. In collaboration with other team members, undertake 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 Head of the Socio-legal Practice 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 Head of the Socio-legal Practice, Principal Solicitor or the Executive Director.



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Selection Criteria

- (1) Demonstrated ability to provide culturally appropriate, trauma-informed and effective social work interventions, individual case work and coordination to strengthen our clients' resilience, physical 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 Centre's Socio-Legal practice.
- (4) Demonstrated experience, or aptitude for developing and delivering education and training for community sector workers.
- (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-%28wwvp%29-registration