**Women’s Legal Services NSW**

**Position Description**

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| **Position: Social Worker** | **Location:** Sydney Office: Lidcombe |
| **Salary Range:** $75,738 -97,338 pa  **Status:** 12 months fixed term contract  **Hours:** 35 hrs per week | **Salary Level:**  SCHCADS Award L 5.2 – L 8.3 |
| **Supervisor** | **Accountability Structure** |
| **Responsible to:**  Principal Solicitor  Women’s Legal Service NSW | **Board of Management**  Principal Solicitor  Social Worker |
| **Role and Context of Position** | |
| Women’s Legal Service NSW promotes access to justice through the provision of legal services, law reform and community legal education, particularly for women who are disadvantaged by their social and economic circumstances. The role of WLS is to foster legal and social change to redress inequalities experienced by women.  The primary role of the Social Worker is to provide support and advocacy for disadvantaged women experiencing domestic or family violence or relationship breakdown. The social worker works collaboratively with solicitors, financial counsellor and community access officers to provide integrated social and legal case management.  In this role a trauma-informed approach is taken to the provision of support including risk assessment, safety planning, referral assistance, court support and protection from financial abuse.  The role may require travel to rural and remote areas in NSW by car or small aircraft. | |

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| **Supervision (as per WLS policy)** |
| As per WLS policy. Documented bimonthly supervision meetings to monitor and provide support with a focus on:   * Debriefing * Accountability * OH & S * Training and development |

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| **Organisation Expectations** | |
| This section describes expectations that apply to all employees regardless of their role. | |
| **Expectation** | **Tasks** |
| **1. Governance and Accountability** | All employees will   * 1. Adhere to the WLS NSW Constitution, philosophy, policies and procedures including state & federal legislation, funding body service agreements, and industry standards   2. Write and complete work plans in line with the WLS outcomes.   3. Prepare a monthly progress report on outcomes   4. Document work in line with required standards   5. Undertake data collection   6. Perform all reasonable duties requested by the EO or Principal Solicitor.   7. Undertake a yearly performance appraisal   8. Attend supervision sessions |
| **2. Teamwork** | All employees will:   * 1. Attend staff, team and casework meetings when required   2. Contribute to WLS planning relevant to own work.   3. Contribute to a positive and cooperative work environment   4. Follow through on commitments   5. Contribute to housekeeping tasks   6. Note and discuss areas for process improvement   7. Act to support volunteers, management and other staff members |
| **3. Development** | All employees will:   * 1. Participate in required training and ongoing professional education |
| **4. Workplace Health and Safety** | All employees will:   * 1. Understand the WH&S Policy, and how they can participate and support the implementation of WH&S Policy |

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| **Position Expectations** | |
| **Expectation** | **Tasks** |
| **1. Case management/**  **casework**  **Outcome:**  Provision of high quality (non-legal) advice, information and referral services for disadvantaged women | * 1. Provide a comprehensive risk and needs assessment of each client   2. Identify client needs and negotiate accommodation and support packages   3. Provide information and referral service to clients   4. Provide crisis support and information   5. Provide case co-ordination   6. Utilise First Nations and CALD-specific service delivery strategies   7. Under legal supervision, offer court support and advocacy in domestic violence and family law proceedings |
| **2. Integrated social and legal practice**  **Outcome:**  Delivers services in collaboration with solicitors, community access officers and financial counsellor | * 1. Comply with legal professional standards for client confidentiality, client intake and record-keeping   2. Maintain distinction between legal and non-legal advice and information   3. Provide co-ordinated referrals and resources |
| **3. Community education, networking and relationship building**  **Outcome:** Improve knowledge in the community of domestic violence issues, the services provided, and women’s rights | 3.1 Promote the WLSNSW strategic service delivery model  3.2 Work with other domestic and sexual violence services to identify systemic problems and develop appropriate service models  3.3 Assist in the development and delivery of programs to enhance the  skills and competencies of those who work in relevant support  agencies |
| **4. Administration and evaluation**  **Outcome:** Collate and analyze data and write reports on project implementation | 4.1 Enter client data into relevant databases  4.2 Produce regular reports  4.3 Collect information and feedback  4.4 Contribute to the planning and prioritising of resources,  based on identified need |

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| **Selection Criteria** |
| **Essential:**   1. Demonstrated experience in working with victims of domestic and family violence in a trauma-informed practice. 2. Capacity and willingness to comply with the requirements of working within a legal practice. 3. Demonstrated ability to build networks and partnerships. 4. Demonstrated knowledge of issues for women, including First Nations women, women with culturally and linguistically diverse backgrounds, women with disabilities and women in same sex relationships. 5. Demonstrated understanding of the legal system’s response to domestic and sexual violence, and related legal matters such as family law and care and protection. 6. Demonstrated understanding and commitment to working in a collaborative and co-operative manner as well as the ability to work independently. 7. Demonstrated ability to exercise initiative and prioritise. 8. Excellent interpersonal communications skills, with the demonstrated ability to communicate effectively with staff, clients, external stakeholders and organisations.   **Desirable Skills and Knowledge**   1. Tertiary qualifications in welfare, social sciences or related discipline. 2. Knowledge of social justice principles and an interest in improving public policy as it relates to disadvantaged women. |

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| **Certification** |
| I have carefully reviewed this Position Description and am satisfied that it fully and accurately describes the requirements of the position **WLS Authorised Officer**  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have read this document and agree to undertake the duties and responsibilities as listed above. I acknowledge this profile is only an indication of tasks and understand that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein, yet within or aligned to my skills set.  **Social Worker**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Ensure each page of this agreement is initialled) |

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| **Development Date:** | **Review Date:** | **Next Review Date:** |
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