



DFV Specialist Worker (Multicultural Focus) Sydney Women's Domestic Violence Court Advocacy Service

- Full time (35hpw)
- Sydney city base
- Community Legal Centre incorporating domestic and family violence services
- Salary range: SCHCADS L5 \$84,848 to \$88,689
- Flexible work conditions, salary packaging, 5 weeks' annual leave plus leave loading

We are seeking a Domestic and Family Violence worker (Multicultural Focus) to join our Sydney Women's Domestic Violence Court Advocacy Service (Sydney WDV CAS) team. You will be part of delivering a best practice, specialist, trauma-informed model of service delivery to women affected by domestic and family violence (DFV) and ensuring an integrated response to women assessed as at serious threat of harm.

About South West Sydney Legal Centre

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of DFV. We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

About the role

The DFV Specialist Worker (Multicultural Focus) works closely with colleagues in the Sydney WDV CAS team to provide an effective and streamlined service that assists women experiencing DFV with threat assessment and safety planning, case coordination, information and court advocacy. The successful applicant will have strong interpersonal and organisational skills, and knowledge and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues.

Applicants must have a commitment to empowering women and children affected by DFV, an understanding or willingness to learn the principles of a trauma-informed approach to service delivery. The successful applicant will have demonstrated ability to engage effectively with clients from culturally and linguistically diverse backgrounds and have experience, or demonstrated ability to develop strong relationships with multicultural community groups. Outreach work with multicultural referrers and engagement with activities in multicultural communities is a requirement of the role. The

ideal applicant will have proficiency in a community language other than English; in particular, Mandarin, Cantonese or the Thai language.

This position is open to female applicants only. SWSLC considers being a woman to be a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW). Aboriginal and Torres Strait Islander women are strongly encouraged to apply.

Closing Date: 9am, Friday 6th August 2021

Contact Person: Enquiries about the role should be emailed to Janice Waring, Manager Sydney WDVCS janice@swslc.org.au

The preferred applicant will be required to undergo a Working with Children Check and a National Police Records Check.

How to apply for this position:

1. Visit our website <https://swslc.org.au/contact/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Send your covering letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria to alison@swslc.org.au
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



SOUTH WEST SYDNEY LEGAL CENTRE INCORPORATED

ABN: 91991317875

**DFV SPECIALIST WORKER (MULTICULTURAL FOCUS)
SYDNEY WOMEN'S DOMESTIC VIOLENCE COURT ADVOCACY SERVICE
(SYDNEY WDV CAS)**

Dear Applicant,

Thank you for your interest in the Domestic and Family Violence (DFV) Specialist Worker (Multicultural Focus) position with Sydney Women's Domestic Violence Court Advocacy Service (Sydney WDV CAS). This package encloses the information you require to apply for the position.

Our Organisation

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of DFV. We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

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DFV Specialist Worker role (Multicultural Focus)

SWSLC auspices several domestic violence programs, including the Sydney Women's Domestic Violence Court Advocacy Service (Sydney WDV CAS). We are seeking a Domestic and Family Violence Specialist Worker (Multicultural Focus) to join our dynamic and friendly teams, based at our Sydney office. You will be part of delivering a best practice, specialist, trauma-informed model of service delivery to women affected by DFV and ensuring an integrated response to women assessed as at serious threat of harm.

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The preferred applicant will be required to undergo a Working with Children Check and a National Criminal Records Check.

Please see the **position description** and the **essential and desirable criteria** further down in this document.

HOW TO APPLY

1. Read the Position Description and Essential and Desirable Criteria below.
2. Your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria.

The covering letter needs to state:

- The position you are applying for;
- Your current contact details; and

Your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles; and
- your education history.

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria;
- Applications that do not address **ALL of the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to alison@swslc.org.au.

CLOSING DATE: 9am, Friday 6th August 2021

CONTACT PERSON: Enquiries related to the role should be emailed to Janice Waring janice@swslc.org.au

Yours sincerely,

Janice Waring
Manager Sydney WDVCS

P.O Box 1042
Liverpool NSW BC 1871
Ph: (02) 9601 7777
Fax: (02) 9600 6244

Level 1/98-100 Moore Street
Liverpool NSW 2170
E-mail: info@swslc.org.au
Website: www.swslc.org.au



POSITION DESCRIPTION

| | |
|------------------------|--|
| Position: | Domestic and Family Violence Specialist Worker (Multicultural Focus) |
| Status: | Permanent |
| Accountable: | Manager, Sydney WDV CAS |
| Classification: | SCHADS Level 5 |
| Location: | Downing Centre |

The Domestic and Family Violence (DFV) Specialist Worker (Multicultural Focus) assists the Manager in service delivery. The DFV Specialist Worker (Multicultural Focus) provides high level expert advice regarding how to ensure the Sydney WDV CAS is relevant, accessible and responsive to women and their children from multicultural backgrounds.

Principle Duties

The work of the DFV Specialist Worker (Multicultural Focus) includes, but is not limited to, the following duties:

- Accepting electronic referrals from the Central Referral Point (CRP) and non-electronic referrals direct from government agencies and non-government services;
- Contacting clients referred to the Sydney WDV CAS in a timely manner, conducting a threat assessment to ascertain their current risk status and undertaking safety planning to address immediate safety needs;
- Liaising with the Safety Action Meeting (SAM) Coordinator to ensure that clients that are identified and assessed “at serious threat” are placed on the agenda of the next SAM when necessary;
- Providing relevant information and making warm referrals to a range of service providers to assist clients with their ongoing needs;
- Liaising with clients in relation to Safety Action Plans developed at SAMs and/or support provided, or arranged, by the Sydney WDV CAS;
- Attending court on AVO list days and other days as required and where time allows, in particular mentions, hearings, prosecutor hearing clinics etc to provide information, assistance, referrals and court advocacy for Sydney WDV CAS clients, and in particular multicultural women and children as directed by the Sydney WDV CAS Manager/Assistant Manager;
- Ensuring the safety of Sydney WDV CAS clients at court by advocating on their behalf with court staff and Sheriff Officers to assist them into and out of court. Obtaining copies of orders and other notices from the court staff on behalf of Sydney WDV CAS clients, as required;
- Ensuring women have access to appropriate legal representation for Apprehended Domestic Violence Orders (ADVO) matters as required i.e. private ADVO applications; and in particular multicultural women and children as directed by the Sydney WDV CAS Manager;
- Developing and maintaining strong working relationships with key WDV CAS partners including the NSW Police Force, local courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services;
- Ensuring women have access to appropriate legal representation for Apprehended Domestic Violence Orders (ADVO) matters as required i.e. private ADVO applications, and in particular multicultural women and children;
- Assisting the SAM Coordinator to develop and administer policies, systems and processes

for the effective operation of the Sydney WDVCS SAMs;

- Provide high level advice to the Sydney WDVCS Manager to develop and implement strategies aimed at making Sydney WDVCS services relevant, accessible and responsive to the needs of Multicultural women and children;
- In liaison with the Sydney WDVCS Manager, develop solid working relationships and referral networks with local services that respond to the particular needs of multicultural women and children;
- In liaison with the Sydney WDVCS Manager, develop links with local multicultural communities to promote the services of the Sydney WDVCS and encourage women to use the services of the WDVCS;
- Participate in local multicultural and general community activities which help promote the services of the Sydney WDVCS, subject to workload and resources of the WDVCS, as directed by the Sydney WDVCS Manager;
- Providing feedback and advice to the Sydney WDVCS Manager about local issues affecting multicultural clients and access to Sydney WDVCS services and legal processes;
- Adhering to SWSLC & WDVCS Principles, Policies and Standards in undertaking the work in particular those relating to client confidentiality and privacy, referrals to and from the Sydney WDVCS, client and worker safety, staff professionalism, child protection notifications and follow-up assistance;
- Complying with the SAM manual and the Domestic Violence Information Sharing Protocol;
- Fulfilling reporting requirements for the WDVCS database and the CRP in line with the WDVCS Service Agreement, the WDVCS policy and Procedure manual and SAM manual;
- Collecting data for the WDVCS database and any other information, as directed by the Sydney WDVCS Manager/Assistant Manager;
- Undertaking all necessary training as outlined in the WDVCS service agreement and the WDVCS Policy and procedure manual; and
- Other duties consistent with the role that may from time to time be required as directed by the Sydney WDVCS Manager.

General

- Undertaking your own word-processing as well as clerical and administrative duties for your role;
- Attending and actively participating in team and staff meetings;
- Contributing to the policy development, planning and organisational processes of Sydney WDVCS;
- Cooperating with other members of staff in the provision of effective services in accordance with the Sydney WDVCS's aims and objectives;
- Actively participating in and contributing to the promotional activities of Sydney WDVCS;
- Adhering to and working within codes of practice relevant to your role and position in the community and community sector;
- Undertaking training to develop and maintain skills and qualifications necessary to effectively fulfil your position;
- Maintaining an up to date working knowledge of the law and practice and procedure relevant to the position;

- Maintaining a working familiarity with office equipment required within the position; and
- Attending and participating actively in management, staff appraisals and Sydney WDV CAS and SWSLC planning activities, including planning days as required.

Accountability and Administration

- Ultimately accountable to the Sydney WDV CAS Manager for all matters;
- Accountable to the Sydney WDV CAS Assistant Managers for day to day work activities;
- Collect and record data in accordance with Sydney WDV CAS policies and procedures;
- Contribute to the production of reports as directed by the Sydney WDV CAS Manager or Assistant Managers; and
- Accept direction from the Sydney WDV CAS Manager for all matters and Assistant Managers for day to day work activities.

Common team functions and responsibilities

- Working collaboratively with other team members by sharing skills, resources, projects and ideas;
- Respecting and working within the codes of behaviour, policies and procedures of the Sydney WDV CAS and SWSLC;
- Encouraging and maintaining an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism; and
- Supporting the broader WDV CAS functions from time to time as required.

ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Demonstrated understanding of the dynamics, complexities and legal and social welfare consequences of domestic violence;
- Demonstrated understanding of the criminal justice response to domestic violence including Apprehended Domestic Violence Order (ADVO) applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues;
- Demonstrated ability to establish and maintain professional working relationships with key stakeholders in the area;
- Demonstrated understanding of the particular needs of and challenges faced by clients from diverse communities, especially Aboriginal and Torres Strait Islander and culturally and linguistically diverse clients;
- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support;
- Ability to deliver services in accordance with policies, principles and other operational documents;
- Sound organisational, administrative and management skills;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution;
- Ability to work effectively with interpreter services and other support services for victims

with specific needs;

- Proficiency in a language other than English; and
- Basic IT skills.

Desirable Criteria

- Experience using Mac.