



SOUTH WEST SYDNEY LEGAL CENTRE INCORPORATED

ABN: 91991317875

**READVERTISED.
CASE MANAGEMENT WORKER – CHILD FOCUS
STAYING HOME LEAVING VIOLENCE SERVICE (SHLV)
PART-TIME (3 - 4 DAYS PER WEEK)**

Dear Applicant,

Thank you for your interest in a Case Management Worker (child focus) position with the Staying Home Leaving Violence Service (SHLV). 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.

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.

General Case Management Worker

SWSLC auspices the Liverpool, Fairfield, Bankstown Staying Home Leaving Violence Service (SHLV).

We are seeking an experienced caseworker for the SHLV service to work on a part-time basis, 3-4 days per week.

This is a child-focused role requiring the caseworker to spend more time focused on support of children impacted by domestic abuse. As a new role, this is a unique opportunity for the successful applicant to develop a child focused practice within the service.

We provide adult and child victims of domestic and family violence with support to escape and recover from the abuse, by providing ongoing practical and emotional support to victims living through the abuse (BDVS) and victims who have escaped the abuser (SHLV). Child clients are considered as clients in their own right and direct services are provided to children. Direct services to children are negotiated and agreed to by the parent client of the service.

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, have demonstrated ability to engage effectively with clients from culturally and linguistically diverse backgrounds and have demonstrated ability to engage effectively with clients in crisis.

Proficiency in a language other than English is desirable.

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.

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 Effi Vassiliadis: effi@swslc.org.au

CLOSING DATE: 9am, Thursday 27 January 2022
This position is readvertised. Previous applicants need not apply

CONTACT PERSON: Enquiries about the role should be emailed to Elly Raffo, Manager D&FV Casework Services elly@swslc.org.au

Yours sincerely,

Elly Raffo
Manager D&FV Casework Services

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:	Child Focus Caseworker (CFW)
Status:	Permanent
Accountable:	Manager, D&FV Casework Services
Classification:	SCHCADS Level 5
Location:	South West Sydney offices

Principle Duties

The work includes, but is not limited to, the following duties:

- Identifying key case management needs, providing comprehensive intake, support needs assessment, risk and safety assessments for each client (mothers and children). Developing case management plans that support client needs. *The CFW will specialise in doing this when working with mothers and children and provide child-inclusive consultation sessions to identify their needs;*
- Providing high level expert advice, information and appropriate referrals to women and their children as required;
- Participating in the development and delivery of community education to enhance the skills, knowledge, competencies and performance of those who work in the domestic and family violence sector and other relevant support agencies. *The CFW will provide expert input related to the support and safety of children.;*
- Liaising with the DFV Casework Services Manager (the Manager) and case management team to ensure that child clients identified as at risk of harm or as having safety concerns, are identified and supported/managed appropriately;
- Liaising with the Manager to identify and provide resources that may be useful to case management staff for ongoing professional development. *The CFW will provide expert input related to the support and safety of children;*
- Providing high level expert advice and assistance to the Manager to develop and implement strategies aimed at making our case management services relevant, accessible and responsive to the needs of children impacted by domestic and family violence;
- Liaising with the Manager to develop good working relationships and referral networks with local services that respond to the needs of women and children impacted by domestic and family violence. *The CFW will provide expert input and focus on developing referral networks that ensure our services are accessible to children. ;*
- Liaising with the Manager to promote our case management services;
- In consultation with the Manager, identifying suitable partnerships with external stakeholders. Participating in and contributing to effective community awareness raising/ education initiatives and activities as directed by the Manager. *The CFW will provide expert input for initiatives that focus on the needs of children.*
- Adhering to our policies and procedures when undertaking the work, in particular those relating to client confidentiality and privacy, referrals to and from the teams, client and worker safety, staff professionalism, child protection notifications and follow-up assistance
- Collecting data and any other information, as directed by Manager; and
- Undertaking all necessary training as negotiated with the Manager and program service agreement or required by our policies and procedures;

General Duties

- Undertaking all your own word-processing as well as clerical and administrative duties for your role;
- Attending and actively participating in team and staff meetings;
- Cooperating with other members of staff in the provision of effective services in accordance with our aims and objectives;
- Adhering to and working within codes of practice relevant to your role and position in the community and community sector;
- 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

Accountability and Administration

- Case Management Workers report directly to the Manager
- Case Management Workers are accountable to the Manager for the efficient and effective delivery of services.
- Case Management Workers will communicate key issues, innovations or solutions to the Manager

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 SHLV and BDVS and SWSLC
- Encouraging and maintaining an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism
- Case Management Workers must achieve complex objectives through working together cooperatively. This involves sharing information, resources and supporting each other. The SHLV & BDVS Teams work closely together in running client groups and the development of skill sharing, this is done through being flexible in approach and customer focused.

ESSENTIAL AND DESIRABLE CRITERIA

Case Management Workers and *Child-Focused Worker*

Essential Criteria – all case management workers

- Tertiary qualifications or equivalent experience in disciplines relevant to this role;
- Demonstrated understanding of domestic and family violence, its complexities and consequences, particularly as they affect people with disabilities, Aboriginal and Torres Strait Islander people, people from multicultural backgrounds and members of the LGBTQI community;
- Demonstrated experience in case management;
- Demonstrated understanding of working with people who are impacted by trauma and related issues;
- Demonstrated ability to be self-directing, plan, prioritise and exercise initiative;
- Demonstrated ability to work as part of a team, building networks and partnerships;
- Excellent written and verbal communication;
- Demonstrated understanding of the criminal justice response to domestic and family violence, and related legal matters such as family law, care and protection;
- Good computer literacy - ability to use word processing software including Outlook, Word and Excel.
- Current driver's license, comprehensively insured vehicle and capacity to use own vehicle for work purposes

Essential Criteria – child-focused worker

- All above criteria, and
- Experience working with children and families impacted by domestic and family violence

Desirable Criteria – all case management workers

- Fluency in a community language other than English
- Sound knowledge of South West Sydney area and its community services network

Desirable Criteria – child-focused worker

- *Fluency in a community language other than English*
- *Sound knowledge of South West Sydney area and its community services network*
- *Tertiary qualifications or relevant expertise and experience working with children who have been impacted by trauma, in particular, by domestic and family violence*

Terms and Definitions

'SWSLC' refers to the South West Sydney Legal Centre

'SHLV' refers to the Liverpool Fairfield Bankstown Staying Home Leaving Violence Service

'BDVS' refers to the Bankstown Domestic Violence Service