



# **SOUTH-EAST MONASH LEGAL SERVICE INC.**

ADVOCACY COMMUNITY EMPATHY

## **POSITION DESCRIPTION: Social and Community Development Worker**

<b>Title:</b>	Social and Community Development Worker
<b>Status:</b>	Part-time, 0.8FTE
<b>Reports to:</b>	Principal – Partnership, Community and Impact
<b>Classification:</b>	Social Community Home Care and Disability Services Industry Award
<b>Salary:</b>	SCHCADS Award rate (based on skills and experience) plus superannuation and generous salary packaging

### **About SMLS**

Established in 1973, South-East Monash Legal Service (SMLS) is a community legal centre that provides free legal assistance to people in Southeast Melbourne. SMLS provides legal information, advice and case work including representation for people experiencing disadvantage on a range of legal matters, such as family law and family violence, employment law, debt and fines, civil litigation, wills, power of attorney, and tenancy.

SMLS aims to empower and support members of the community to understand and make use of the law and the legal system to protect their rights and to increase their awareness of their legal responsibilities. SMLS is a strong advocate of and committed to the use of integrated service models to address multifaceted challenges facing our community members.

SMLS is committed to advocacy and social change. SMLS is a leader in the provision of community and clinical legal education; advocacy through policy submissions and lobbying; outreach services; and targeted referral programs.

### **Our Vision**

A fair and inclusive community where people can access the resources, networks and support they need to resolve legal issues and overcome barriers to social, cultural and economic inclusion and participation

### **Our Purpose**

To help resolve people's legal and interconnected issues and ensure that laws and legal processes are fair.

### **Our Values**

Our core values are Respect, Community, Excellence and Courage.

## **Position Purpose**

The Social and Community Development Worker is a central and dynamic role in the Support Connect Integrated Program (SCIP) team at SMLS. This is a dual role combining social work and community development work, with a focus on student supervision, gendered violence, sexual violence and migration.

The Social Work element of this role is responsible for providing clinical supervision to these students, according to the Supervisor Standards as outlined in section 9.1 of the [AASW Supervision Standards 2023](#). The program is an onsite clinical experience where future social workers have a discrete and unique exposure to the justice system in a community legal context. The learning of students in this clinical context aims to break down barriers between professions, assisting students to have a cross-disciplinary understanding will shape them as effective practitioners, help their future clients and build stronger services.

The Social and Community Development Worker will also bring a strong ability to facilitate dynamic and effective partnerships and programs to strengthen the community's capacity for positive engagement with the legal system. Using a preventive approach, the CD worker undertakes community development projects, provides legal education and contributes to law reform to strengthen our community. Community development plays a key role in our work towards a legal system which is fair and accessible for all.

## **Strategic Objectives**

This role aligns with our Strategic Objectives:

- Practitioners of the future
- Empowered communities
- Integrated, person-centred services

Employees, students and volunteers at SMLS should be able to demonstrate a working knowledge of these objectives and be able to implement them through their duties. For more information about our strategic objectives, read SMLS' Strategic Plan 2021-2025 [here](#).

## **Position Responsibilities**

### ***Clinical Supervision***

- Provide clinical supervision to social work students undertaking their placement at SMLS
- Provide a minimum of 1.5 hours formal supervision for every 35 placement hours per student, with one-on-one supervision comprising a minimum of half of this time
- Provide reviews, reflection, critique and replenishment of emerging practitioners
- Enhance the professional skills and competence of social work practitioners and strengthen their capacity to achieve positive outcomes for clients while responding effectively to complex and changing practice environments;
- Meet the supervision requirements of students according to our contracts with universities

### ***Direct Service Provision***

- Provision of high-quality social work support services including:
  - Advocacy
  - Assessment and referral
  - Case management to achieve best outcomes
- Providing interventions such as risk assessment, safety planning, case planning and short-term client coordination to SMLS clients as part of an integrated practice model
- Providing clients with information and advice in relation to a range of non-legal issues including: family violence planning, social security, housing and child care
- Advocating on behalf of clients for access to relevant services and making necessary referrals
- Outreach support at court and other locations
- Collaboration with lawyers and other professionals working with the client to achieve best outcomes for client
- Developing and strengthening external relationships and networks
- Anticipate and assess risk, including in more complex cases, and support students to develop risk management skills.

### ***Integrated Practice***

- Work collaboratively with our Lawyers, Community Development staff, Integrated Services team to contribute to the further development of SMLS's integrated service delivery model
- Actively engaging in SCIP processes to ensure integration across all areas of the program
- Participation in relevant Integrated Practice working groups where appropriate

### ***Program Delivery***

- Plan, develop and deliver effective community legal education content and projects
- Plan, develop and deliver community development projects and strategies in collaboration with relevant communities.
- Stakeholder engagement
- Lead coordination amongst the various staff members involved in the program
- Develop evaluation and monitoring frameworks, data collection
- Work collaboratively with the Community Development team to ensure successful programs and outcomes
- Create reports, project acquittals and project plans
- Participate in SMLS Staff Meetings and team meetings

### ***Organisational Participation***

- Participate in organisational strategic planning initiatives and projects
- Contribute to a healthy, productive organisational culture where work practices, decision making, and behaviour reflect SMLS philosophy and values
- Develop and strengthen networks, engaging the support and involvement of a range of individuals and organisations
- Perform other duties as directed and necessary for the proper performance of the role

### ***Values and Behaviour***

- Promote and role model appropriate behaviour to support SMLS culture, performance and profile
- Actively support SMLS commitment to the principles of diversity, inclusion, social justice and Equal Employment Opportunity.
- Actively demonstrate organisational values.
- Demonstrate commitment to continuous personal development, with a strong willingness to develop new skills and knowledge

### ***Health, Safety & Wellbeing***

- Act in a safe manner at all times, including complying with all safety instructions and training.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure that the work is carried out in ways which safeguard the health and safety of workers, or others in their charge, including contractors whom they engage.

### **Position Requirements**

#### ***Essential Selection Criteria***

- Tertiary qualification in Social Work, recognised by the AASW and eligible for membership with the AASW with at least two years (full time equivalent) post qualifying experience
- Demonstrated skills and knowledge in the provision of social work services to people experiencing disadvantage including: assessment, counselling, crisis management, case management, advocacy, intervention and appropriate referral
- Experience working in community or health-based services such as; housing/homelessness, family violence, mental health, disability or drug and alcohol services, settlement services
- Commitment to social justice and an understanding of feminist principles and values
- Excellent interpersonal and communication skills
- Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment
- Ability to identify systemic barriers, experience promoting social justice and empowering clients and communities through advocacy

### ***Desirable***

- Critical understanding of the legal system and its impact on disadvantaged groups
- Experience supervising social work students undertaking placements/field work or relevant experience
- Experience working with or within a multi-disciplinary environment, building collaborative relationships across professional boundaries
- Experience working with people from Culturally and Linguistically Diverse (CALD) communities
- Experience working in or demonstrated knowledge of the justice system and processes in a legal context
- Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them

### ***Personal Attributes***

- Skilful and confident communicator
- Independent and organised, with the ability to work to strict deadlines, independently and with minimal supervision.
- Bring a solutions and outcomes focus, maintaining a steady line of sight to the impact of our actions for our clients.
- Takes initiative, possess an openness to change and new ideas.
- The capacity to reflect on own work performance and values and manage the influence and impact on practice.
- Motivated by collaboration and collective success.
- Flexible, adaptive and able to work effectively in a small team, and independently.
- Solutions and outcomes focused, with a steady line of sight to the impact of our actions for clients.
- Openness to change, receptiveness to new ideas and exercise initiative.
- Capacity to reflect on own work performance.
- Strong commitment to social justice, and values alignment with the SMLSs values.
- Committed to contributing to a positive work environment.

### **Location and Work Outside Office Hours**

The position will be based between the SMLS offices in Springvale and Narre Warren, with work also conducted at outreach and court locations. Occasional work outside normal office hours may be required, such as to attend meetings and after-hours events.

### **What SMLS offers**

- 5 weeks annual leave
- Extra days off over Christmas and New Years
- Paid above award
- Cultural and ceremonial leave

- Additional Family violence leave
- Gender affirmation leave
- Professional development
- A culture of mentorship and opportunities for career progression