



Womens Safety Services of Central Australia

Our Vision: Greater Safety, Respect and Dignity for all Women and their Children in Central Australia

People of Aboriginal and Torres Strait Islander descent are encouraged to apply.

Position:	Intake and Assessment Practitioner - Crisis Accommodation Service
Reports to:	Crisis Accommodation - Manager
Base Salary:	\$110,102 - \$114,983 per annum (negotiable based on experience) Level 6.1 – 6.3 SCHCADS Award Salary packaging benefits and 12% superannuation (in addition to base salary) 6 weeks Annual Leave
Employment Details:	Permanent, Part Time 64 hours per fortnight (4 days per week on rotation)
Location:	Alice Springs

Due to the nature and requirements of this role, applicants are required to be female.

Our Vision:

Our vision is that all women and children live safely, with respect and dignity, free from violence, in their chosen communities.

Our Mission:

To prevent and respond to gendered violence in Central Australia. We are committed to driving systemic change through strong advocacy and collaborative partnerships, working within the communities we serve.

What We Do:

Women's Safety Services of Central Australia (WoSSCA) provides safe and supportive specialist Domestic, Family and Sexual Violence Services to enhance the safety and wellbeing of Women and Children. **Women and children are central to our work and we strengthen, empower and resource women and their children** to make decisions that enable safety and respect their culture and world view.

We are a not-for-profit, non-government organisation that operates on a feminist framework and through **partnerships and advocacy** we are committed to assisting and enabling women and children experiencing domestic and family violence.

WoSSCA provides several services which include 24-hour Crisis Accommodation, Outreach, Court Support, Men's Behaviour Change Partner Contact, Co-responder and Community Development and Training.

We are committed to **organisational sustainability** by investing in our people, building our workforce and embedding a strong and inclusive workplace culture.

Your Role:

The Intake and Assessment Practitioner provide a single point of entry into WoSSCA Crisis Accommodation and Outreach programs over a seven-day period, operating Monday – Sunday 8am – 4.30pm.

The Intake and Assessment Practitioner will provide a consistent, comprehensive assessment of women presenting to WoSSCA, utilising the NT Risk Assessment and Management Framework (RAMF), WoSSCA's internal prioritisation tools, safety planning processes and referral pathways.

This position will work in accordance with the philosophy, mission, values and policies of Womens Safety Services of Central Australia.

Your Responsibilities:

- Ensure all referrals are responded to within WoSSCA's designated time frames and to a high standard in accordance with WoSSCA values, policies, and procedures; the NT Risk Assessment and Management Framework (RAMF); and the accompanying Common Risk Assessment Tool (CRAT).
- Assess and respond to WoSSCA referrals in a timely manner with a focus on client safety.
- Ensure clients are provided with the right level of support and information about Domestic and Family violence and are assisted to meet their safety and security needs.
- Consult with CAS and Outreach Managers in relation to referrals assessed as high risk and imminent
- Where needed, develop timely safety plans to address women's immediate support needs from a strength based, trauma informed perspective that aims to reduce their risk of domestic, family and sexual violence.
- Work collaboratively with government and non-government agencies to achieve best outcomes for WoSSCA clients, including ongoing learning and development in local service landscape
- Maintain accurate and thorough written records including, but not limited to, case notes, risk assessment, safety plans, meeting notes and interagency communications.
- Work closely and collaboratively with WoSSCA staff and management to achieve best outcomes for all WoSSCA clients, including participation in daily handovers (where required)
- When required, participate in WoSSCA Policy and Procedure Committee, team meetings and other relevant strategic meetings as a representative of WoSSCA.
- Collect statistical client data, including limited analysis of data, trends, emerging issues and/or narrative data for reporting requirements as required.
- Adhere to WOSSCA policy, management directions and administrative procedures and participate in professional development activities and training.
- Perform any other duties as reasonably directed by the CAS Manager or the Chief Executive Officer.

Your Skills, Experience and Qualifications (Selection Criteria):

1. A tertiary qualification in Social Work, Psychology, community services or a related discipline and/or demonstrated extensive experience within the community services sector, especially in domestic and family violence.
2. Excellent verbal and written communication skills including experience in report writing and ability to contribute to policy and procedure development.
3. Experience in working with women in crisis and understanding of crisis intervention and crisis decision making as well as in advocacy and inter-service liaison including knowledge of local services and resources.

4. Sound understanding of theories and practice in areas of Gendered Violence, Strength Based approaches and Trauma Informed practice.
5. A working understanding of client confidentiality and privacy.
6. Demonstrated experience in working cross-culturally, with an understanding of cultural safety and its application in service delivery.
7. Demonstrated ability to work under pressure, organise and plan to effectively manage a complex working environment and ability to respond to matters within a specified time frame.
8. Ability to perform a range of support duties and exercise initiative while using discretion and sound judgment to enable clients to explore and identify their needs.
9. Excellent people skills including positive communication, conflict resolution and ability to work collaboratively within the WoSSCA as well as other agencies.
10. High level computer literacy.
11. Ability to work both autonomously and in the context of a team.
12. Excellent verbal and written communication skills including experience in report writing and ability to contribute to policy and procedure development.
13. Experience in advocacy and inter-service liaison and a broad knowledge of local services and resources.
14. Ability to adhere to all WoSSCA policy and procedures as well as working in accordance with the ethics, mission and vision of the organisation.

Our Employment Conditions:

- Must be an Australian Citizen or have unlimited work rights within Australia.
- A National Police Criminal History check (less than 3 months old) with acceptable outcome.
- Northern Territory Working with Children Clearance (Ochre Card).
- Current NT Driver's Licence.
- Current First Aid Certificate or willingness to obtain one.
- This position will work under the policies and procedures of WoSSCA and in accordance with ethics, mission statement and vision of the organisation as the employer. It will also meet the relevant policy and legislative requirements of the funding body and the government.
- WoSSCA programs are funded through government grants, and a close relationship exists between the organisation and relevant government departments. Therefore, an appreciation and understanding of relevant government policies, initiatives and their applications is necessary to the success of the organisation.

Authorised by:

Date: June 2026

Larissa Ellis
Chief Executive Officer