



POSITION DESCRIPTION

Position:	Integrated Service Lead 12 month Fixed Term contract
Hours and days of work:	9am – 5.06pm with ½ hour lunch break (7.6 hours per day) Monday – Friday (occasional weekend and evening work required)
Location:	13A Wingate Avenue, Ascot Vale 3032
FTE:	0.6
Classification:	Level 5.1 Victorian Community Legal Centres Multi-Enterprise Agreement 2024 – 2027
Reports to:	Director
Date Approved:	August 2026

About MVLS

Moonee Valley Legal Service (MVLS) is a not-for-profit organisation which is co-located with Wingate Avenue Community Centre in the Ascot Vale Public Housing Estate. MVLS provides free legal advice, assistance and referrals to people who live, work or study within the City of Moonee Valley catchment.

Established in 1985, MVLS provides culturally safe legal advice and representation across criminal, family and family violence, civil and tenancy law. We also deliver community education, advocacy, and wraparound social supports through our Integrated Services team and bicultural worker team.

Position Objective

The Integrated Service Lead is responsible for leading and supporting MVLS's integrated social work program along with building other non-legal supports to assist MVLS clients. The role will work at both the MVLS head office at Wingate Avenue Community Centre and at the Djerring Flemington Hub.

Main Responsibilities and Duties

- As part of a multi-disciplinary team of lawyers and bicultural workers, lead the delivery of high-quality case management support, community referrals and community legal and non-

legal education to clients of MVLS, supporting them to obtain appropriate family violence, housing, drug and alcohol treatment, community services and other relevant supports in the community.

- Provide outreach services at the various locations in Moonee Valley as required.
- Ensure an integrated approach is adopted working in partnership with social work students and other services providers to address non legal issues.
- Provide information and support relating to material and financial aid, mental and physical health and wellbeing, education/employment/training opportunities and other relevant services and supports to MVLS clients.
- Refine and implement effective triage and administrative client intake processes.
- Utilise MVLS case management system for recording of case work.
- Provide task supervision to social work students on placement, in accordance with approved guidelines.
- Liaise and ensure all social work students receive appropriate clinical supervision through their universities as part of their placement.
- Provide task supervision to bicultural workers at MVLS, in their role as community navigators at the Djerring Flemington Hub.
- Support the delivery of forms clinics, bring your bills days, housing days and ombudsman days as part of a multi-disciplinary approach to supporting clients to address legal problems.
- Assist in the development, implementation and evaluation of a broader strategy to conduct community legal education projects based on community development principals, and in accordance with the current work plan of the centre.

Partnership Management

- Lead the strategic development and maintenance of key relationships across MVLS catchments with other services who deliver services and programs to MVLS's priority client groups, to progress strategic aims and specific projects, ensuring mutual benefit and maximising outcomes for clients.
- Design and implement frameworks and policy arrangements to support and promote the effectiveness of partnerships.
- Identify opportunities for new partnerships, services and funding to implement service innovations and growth aligned with MVLS's mission and strategic goals.
- Ensure the representation of MVLS on community working groups, Committees and local networks, including co-convening the Moonee Valley Family Violence Network.

General duties

1. Lead and participate in annual strategic planning and evaluation for the organisation;
2. Attend staff meetings, Board of management meetings and other meetings as required from time to time;
3. Administrative work incidental to other tasks;
4. Other appropriate duties as may be required from time to time by Board of Management.

Selection Criteria

Essential Selection Criteria

1. A minimum Bachelor level qualification in Social Work

2. Casework and advocacy experience in working with people who have experienced family violence and/ or people who have lived in social housing or experience housing insecurity
3. Demonstrated experience in leading the delivery of support services to community members who are currently seeking legal assistance with a focus on Family Violence and housing related issues
4. Demonstrated experience and understanding of working with people from diverse cultural, socioeconomic and linguistic backgrounds, victims/survivors of family violence, public housing residents and people with problems related to AOD use and/or mental health issues.
5. Demonstrated high level written and verbal communication skills, and ability to produce high quality written and verbal reports.
6. Demonstrated computer literacy and experience in undertaking administrative duties.
7. Employee Working with Children Check and National Police Check

Desirable Knowledge and Skills

1. Community language or experience working with people from Culturally and Linguistically Diverse (CALD) /Aboriginal and Torres Strait Islander backgrounds.
2. Experience working within the community or legal assistance sector