

POSITION DESCRIPTION

Social Worker



Reporting to: Social Work Team Leader

Classification: MEA 3/4

Direct Reports: Nil

Women's Legal Centre

The Women's Legal Centre (WLC) is a specialist women's community legal centre. Our vision is that women are safe, strong and in control of their lives. Our mission is to use the legal system to improve women's lives and advance gender equality.

WLC's legal practice areas include Family Law, Employment, Discrimination and Sexual Harassment, Migration and the Sexual Violence Legal Service. WLC also includes the Mulleun Mura Access to Justice Program, which is a specialist program for First Nations women, led and delivered by First Nations women.

WLC provides assistance to women, trans and gender diverse people.

WLC provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation, and litigation. We provide legal services within a feminist, trauma-informed, multidisciplinary and integrated service model that incorporates social work, cultural supports and collaborative service models, to provide wrap-around support to the most at-risk clients. WLC also prioritises working in partnership and delivering services in collaboration with health and community-based services.

WLC is committed to building community capacity to understand and respond to gender-based violence and discrimination and being a visible and strong advocate for accountability and structural reform. WLC provides expert input into law, policy development and reform, and builds capability within government and the wider community to achieve deeper systems and cultural change.

The Role

The Social Work Practice is central to WLC's function and collaborates deeply with solicitors from all legal practice areas. Social Workers assist women who have a legal matter with WLC and are experiencing complex circumstances. This flexible service supports clients to stay engaged with their legal matter by providing support during appointments, at mediations, conciliations, court and as needed by the client throughout their engagement with WLC.

Our Social Workers provide discrete support and case management services to clients experiencing, or at risk of family and domestic violence, or who have other vulnerabilities which means they will benefit from additional support alongside their legal matter.

Social Workers provide clients with assistance and support throughout their legal matter to strengthen their resilience, engage with community supports, gain the skills and confidence needed to manage their legal matter, and build personal capacity and independence.

This position will carry a caseload of clients providing a mix of short-term, long-term, and intensive case management support. This position will undertake initial assessments and provide support and referrals to ensure relevant needs are addressed in areas including safety planning, visa insecurity, housing, income security, parenting support, children's support services and health and wellbeing support, and in turn allowing women to engage proactively with their legal matter.

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Case Work

- Provide high quality casework to clients experiencing challenges intersecting with their legal matter to support their engagement with and resolution of their legal matter
- Undertake comprehensive and ongoing risk assessments and safety planning with women, informed by legal advice and up to date best practice principals that prioritises safety and empowerment for clients
- Work collaboratively with the team and WLC's other professionals to meet client needs and ensure services are integrated
- Manage client case load with supervision and support from Social Work Team Leader and maintain accurate client records and data, including client files
- Perform other duties within your capabilities as directed

Stakeholder Engagement

- Develop and maintain a high level of knowledge in ACT and surrounding region referral pathways to meet clients' needs
- Represent WLC in relevant networks and forums in the community sector
- In collaboration with other team members, undertake WLC promotion and presentations

Organisational Responsibilities

- Work in alignment WLC values and policies
- Participate in regular supervision and performance reviews
- Participate in reflective practice, clinical debriefing and other staff wellbeing and resilience initiatives
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- Undertake ongoing professional development in consultation with supervisor
- Attend and participate in regular staff meetings, planning days and other organisational initiatives

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Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Qualifications

1. Tertiary qualifications in social work from a recognised institution
2. Hold membership of AASW
3. Current Working with Vulnerable People (WwVP) clearance

Professional / Technical / Behavioural Capabilities

1. Ability to contribute to strategic thinking
2. Ability to achieve results
3. Ability to support productive working relationships
4. Personal drive and integrity
5. Ability to communicate with influence
6. Technical and digital literacy
7. Ability to prioritise self-care for physical and mental health and wellbeing

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Professional / Technical / Behaviour Capabilities Explanatory Notes

This attachment sets out the type of information we are looking for against each of the selection criteria listed above. You will see that under each selection criteria there is a list of bullet points which provides guidance on the types of things that are considered relevant against the criterion. Please note that you are not limited to the dot points provided and that you are not expected to address each dot point - they provide additional guidance only...

Ability to contribute to strategic thinking

- actively support the goals and direction of the organisation
- clearly communicate goals and objectives to staff, colleagues, clients and/or stakeholders
- use your understanding of the work environment and objectives to consider how your work will impact on others
- draw on information, experience and common sense
- maintain an awareness of the organisation and keep yourself and others well informed on work issues
- undertake objective systematic analysis and draw accurate conclusions based on evidence
- identify problems and work to resolve them

Ability to achieve results

- establish clear plans and timeframes for project implementation
- identify and use resources wisely
- build and apply your own professional expertise
- adapt to, support and manage change
- take responsibility for managing projects to achieve results
- identify opportunities for improvement
- deliver outputs under challenging circumstances

Ability to support productive working relationships and manage staff

- build and sustain positive relationships with team members, stakeholders and clients to produce effective outcomes
- anticipate and cater to client and stakeholder needs and expectations
- consult and share information
- value individual differences and diversity
- provide, seek and value constructive and regular feedback
- guide and support the development and contribution of others by identifying and providing learning opportunities
- identify the cause of and deal with underperformance proactively and constructively

Shown personal drive and integrity

- apply and promote WLC values and Code of Conduct
- comply with legislative, policy and regulatory frameworks and foster this in others
- committed, active and focused on work outcomes, even in uncertain or difficult circumstances
- show initiative and innovation in a changing environment and assist others to understand and cope with change
- acknowledge mistakes and learn from them
- ensure a positive working environment and balanced workload while working within agreed deadlines
- seek and recommend development opportunities based on capabilities

Ability to communicate with influence

- communicate in “plain English” and deliver messages clearly and concisely to individuals or groups
- lead and encourage discussion to share ideas, clarify and confirm understanding and appreciate diverse views
- convey ideas, concepts and arguments successfully to individuals or groups
- show judgment, understanding and skill in negotiating and working to resolve conflict
- influence others by presenting credible and persuasive views
- actively listen, consider and work to reconcile differing ideas and views
- ensure information given is accurate, timely and unambiguous
- select the most appropriate medium for conveying information