

Position Description

Position Title	Social Worker
Position Status	Full-time or Part-Time (0.8 FTE) / Ongoing
MEA Classification	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 5
Position Reports to	Team Leader – Social Worker
Position Supervises	Nil
Date Reviewed	August 2026

About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) is a specialist, trauma-informed, state-wide for-purpose organisation that has been providing free specialist legal services to women since 1982. We work with, and for, women and non-binary people to address legal issues arising from family violence and relationship breakdown.

Women's Legal's vision is that women and non-binary people live free from violence and discrimination in a gender-equitable society. Our unique contribution to this vision – as lawyers, social workers, financial counsellors, advocates and educators – is to work alongside women and non-binary people experiencing disadvantage to promote their rights to live free from violence and make informed choices about their relationships.

Women's Legal specialises in family and sexual violence, family law, migration, child protection, criminal law and victims of crime assistance – recognising the intersection between the jurisdictions. We focus on women's safety, recovery from violence and economic security. We do this by:

- Providing legal advice and representation to women and non-binary people with a wraparound model of service delivery where they are supported by social workers and financial counsellors, depending on their needs;
- Advocating for law and policy that respects and promotes the rights of women and non-binary people; and
- Building the capacity of other professionals and communities to identify and respond appropriately to legal need.

About the Integrated Programs Team

Our team of over 50 lawyers, social workers, financial counsellors, paralegals and intake workers provide legal advice, duty lawyer services, ongoing representation and non-legal support to thousands

of women and non-binary people each year in the areas of family law, family violence, migration, child protection, criminal law, and victims of crime assistance. The team supports family violence workers, lawyers and other professionals working with women and non-binary people experiencing family and sexual violence with secondary consults. Alongside the direct service delivery, the Legal Services Team works closely with the rest of the organisation, sharing experience and informing our cross-jurisdictional policy, law reform, education, and capacity building work.

Intersectional Feminist Framework

The work we do is informed by the principles in our Intersectional Feminist Framework, which shapes how we prioritise issues, centre lived experience, and approach questions of power, equity and system change.

Ongoing learning and humility: We commit to continually learning and evolving our understanding of how intersecting discriminations impact our clients, our people, communities and the legal system.

Transforming and disrupting systems: We're not just about playing the game; we're about changing the game.

Complexity and marginalisation: We target our assistance to those with complex needs at the intersections of inequality and discrimination.

Trauma-informed: We believe that people are the experts of their own lives and are best placed to make decisions for themselves and their families.

Whole person dignity and respect: We support the whole person through the development of systems change and law reform advocacy, as well as the delivery of multidisciplinary training and integrated services.

Power and accountability: We acknowledge differences in power and work collaboratively to share power with our colleagues, clients, and stakeholders where appropriate. We reflect on our position of power and hold ourselves to account.

Position Overview

Our social workers collaborate with our lawyers and financial counsellors in an integrated model to assist women and non-binary people who are experiencing family violence. Our social workers support clients and their children in responding to legal and non-legal barriers on their pathway to recovery, with a focus on safety and risk management, and accessing local services and resources.

This role will contribute to the organisation's strategic advocacy priorities and outcomes.

Key Responsibilities

1. Direct Service Provision

Provide direct services for Women's Legal clients, including:

- Family Violence risk assessment and risk management using MARAM framework;
- Safety planning, and strategic case planning with lawyers;
- Case management to achieve the best possible outcomes;

- Advocacy and referrals for access to relevant services;
- Outreach support at court, with police, and other locations as appropriate; and
- Collaboration and co-case management with other professionals.

2. Organisation

- Work cooperatively with all colleagues to advance Women's Legal and strengthen its integrated service delivery model;
- Share knowledge and upskill colleagues in areas of professional experience/expertise;
- Develop and strengthen external relationships and networks; and
- Participate effectively in organisational strategic planning initiatives and projects.

3. General

- Assist with the accurate data entry and collection, preparation of reports and other accountability documentation as required;
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's intersectional feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

Key Selection Criteria

4. Strategic policy and advocacy development

- Knowledge of family violence dynamics, risk assessment frameworks, legal processes, and community resources;
- Commitment to, and understanding of, intersectional feminist practice and related theoretical frameworks, for example attachment theory;
- Enthusiasm for integrated practice, collaboration in working relationships with other staff and external stakeholders;
- A deep understanding of the trauma victim-survivors experience and the capacity to work with complex client presentations in a non-judgemental manner;
- Excellent interpersonal communication skills, with the demonstrated ability to communicate effectively with a diverse range of staff, clients, external stakeholders and organisations;
- Ability to identify systemic barriers, and interest in working towards systemic change in legislation, policy and practice; and
- Demonstrated ability to be flexible, particularly whilst working in an environment of change.

Qualifications and Experience

Required

- Experience (three years minimum) in working with a diverse range of women who have experienced family violence including provision of risk and needs assessment, safety planning, crisis support, case management, advocacy, and referrals;

- Experience in working with culturally and linguistically diverse clients, and a commitment to culturally safe practice;
- Bachelor of Social Work (with eligibility for membership to AASW), or equivalent qualifications in [Mandatory Minimum Qualifications -Recommendation 209 v1.1.pdf](#); and
- Experience as MARAM Brief and Intermediate practitioner.

Desirable

- Experience in working within multi-disciplinary teams and/or integrated service models;
- Lived experience of the areas of law that Women's Legal practices; and
- MARAM Comprehensive Risk Assessment and Management.

Our Culture

We are intentional about building a culture that enables people to do demanding, high-impact work well.

Our work is grounded in an intersectional feminist framework. This shapes how we prioritise issues, whose expertise we centre, and how we approach power, equity and system change. We expect staff to apply this lens in their work, not just understand it conceptually.

We prioritise psychological safety, accountability and respect so staff can contribute openly, challenge ideas, and make decisions that improve outcomes for victim-survivors. Collaboration here means rigorous thinking as well as support.

We value diversity of experience and perspective and focus on how that translates into equitable practice. This includes recognising the different roles our staff hold in their families and communities and designing flexible ways of working that support sustainability in the role.

Our organisational values guide how we work with each other and with stakeholders, particularly in how we navigate complexity, disagreement and responsibility. Senior staff are expected to model these behaviours and contribute to strengthening our culture, not just operate within it.

This is an environment for people who want to think critically, work collectively, and contribute to meaningful system change.

Values and Behaviours

Everyone who works at Women's Legal plays an important role in upholding our Code of Conduct and living our values. Together, we are:

Inclusive: We actively listen and ensure that marginalised voices are centred in every forum we create.

- We ask about accessibility needs and adjust where possible;
- We centre people's input into things that affect them; and
- We ask what voices are being heard, who holds power and create spaces to amplify marginalised voices.

Purposeful: Our work leads us to achieve our strategy. We invest in learning and continuous improvement to achieve our impact.

- We are clear about the “why” and prioritise actions that help us achieve our strategy;
- We are clear in our roles and responsibilities and take accountability for meeting these requirements; and
- We use data, lived experience and professional judgement to make decisions that maximise impact.

Courageous: We take the challenging path to learn, grow and achieve our strategy.

- We have challenging conversations to understand, find common ground, and promote change including with people in positions of power;
- We are brave and challenge ourselves, even when it feels uncomfortable; and
- We are committed to learning from our wobbles and using them as opportunities for growth.

Collaborative: We value and actively foster involvement of a diversity of views, experiences and expertise to work together to achieve better outcomes.

- We use open communication, clear processes and dedicated time to build collaborative and trusting working relationships;
- We consider the power, roles, styles and needs of those involved in collaboration; and
- We are generous in sharing successes and learnings, acknowledging everyone's efforts and contributions.

Authentic: We are honest and accountable. We seek to learn from our successes and failures

- We are honest about our capacity, skills and knowledge and are open to receiving feedback; and
- We do what we say we will do and take accountability for our actions, and we ask for help when we need it.

Workplace Health and Safety Obligations

All staff have a responsibility to always display and promote safe actions in the workplace including:

- Participating in the development of a safe and healthy workplace;
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
- Cooperating with management in its fulfilment of its legislative obligations. Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- To report any injury, hazard or illness immediately, where practical to their supervisor;
- Not place others at risk by any act or omission; and
- Not wilfully or recklessly interfere with safety equipment.

National Criminal History Check

All successful candidates will be required to produce a national criminal history check prior to the commencement of their employment.

Disclosure of a criminal record does not necessarily preclude appointment by Women's Legal, but if needed, we invite applicants to address this issue early in the application phase. Should a criminal record disclosure be advised by a candidate, Women's Legal will endeavour to provide clarity over whether the conviction would preclude a candidate from being able to carry out the position duties.

Please note, all staff employed by Women's Legal Service Victoria are required to comply with Section 121 of the Legal Profession Uniform Law.

Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills, and expertise of individuals with diverse experiences, including women and non-binary people who are Aboriginal and Torres Strait Islander, with disability, with lived experience of family and sexual violence, and from migrant, refugee, culturally and racially marginalised backgrounds.

If this is you, we strongly encourage you to apply.

Note, Women's Legal relies on an exception under the Equal Opportunity Act to employ women and non-binary people only.