



#### POSITION DESCRIPTION

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| <b>Title</b>        | Domestic and Family Violence Specialist Worker (Safety Action Meeting Coordinator) |
| <b>Location</b>     | Cumberland                                                                         |
| <b>Program</b>      | WSCLC - Women's Domestic Violence Court Advocacy Service                           |
| <b>Work Type</b>    | Part Time, 35 hours per week<br>SCHADS Level 6                                     |
| <b>Reports to</b>   | WDVCAS Program Manager and Assistant Manager                                       |
| <b>Date Created</b> | October 2025                                                                       |

#### WHO IS WSCLC?

The Western Sydney Community Legal Centre (WSCLC) supports individuals who find themselves in vulnerable or disadvantaged situations and unable to successfully access or navigate the NSW justice system.

WSCLC is transforming the way it delivers the services and is committed to working with the community to provide increased access and trauma informed, culturally safe support to navigate the complexity of the social justice system.

Our services are focused in the areas of domestic violence, support of children in the Court systems, facilitating visits between children and parents, tenancy, home building and general legal issues.

#### KEY PURPOSE AND RESPONSIBILITIES

Women's Domestic Violence Court Advocacy Service (WDVCAS) is a program focused on providing support to women who are experiencing domestic and family violence.

The Safety Action Meeting (SAM) Co-ordinator is involved in the day-to-day management of Local Co-ordination Point (LCP). The LCP co-ordinates and monitors the SAM through which participating members develop safety plans for victims at serious threat of death, disability or injury resulting from domestic and family violence.

In this role you will be required to:

##### **Key Responsibilities**

1. Client support (advocacy, court support, referrals assistance)
2. Co-ordination of Safety Action Meetings



3. Liaison with other WDVCS partners/services
4. Community education
5. Administration (data collection, reporting, maintenance of files)
6. General duties

*Being a woman is a genuine occupational qualification for this position under Section 31 of the NSW Anti-Discrimination Act, 1977.*

*A current Working with Children Check and National Police Check is a requirement of this position.*

### **Specific Responsibilities**

#### **Client Support**

1. Understand the needs and challenges faced by clients affected and escaping serious threat of domestic violence.
2. Contact clients referred to the WDVCS Central Referral Point (CRP) in a timely and appropriate manner to offer service and appropriate trauma-informed support.
3. Conduct a threat assessment (DVSAT) with clients to ascertain their current risk status.
4. Undertake safety planning with clients to address their immediate safety needs.
5. Attend court on ADVO list days and other days as required, in particular, mentions, hearings and/or criminal charges, to provide information, assistance, referral and court advocacy for clients.
6. Work effectively with interpreter services and other support services for CALD clients with special needs.
7. Make warm referrals to a range of agencies and services to assist clients with their ongoing needs, such as counselling, legal advice, accommodation, health and finances.

#### **Co-ordination of Safety Action Meetings**

Complete Central Referral Point (CRP) database and convene the fortnightly Safety Action Meeting (SAM) with relevant agencies and services.

Create a contact list for all SAM attendees or interested parties who will receive the SAM agenda whether or not they attend meetings on a regular basis.

Maintain regular contact with SAM stakeholders for best management and follow up of safety plans for referrals.

Prepare and distribute the SAM agenda one week prior to the meeting.

Ensure that all SAM referrals go through the SAM workflow stages of SAM Agenda – SAM Record – closed SAM.

Maintain a roster for the SAM Chair, book a venue, set up the room and supply refreshments for the SAM meetings.



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|   | <p>Assist the Chair in the conduct of the meeting, maintaining points of order and ensuring all participants are involved in the discussion of each referral.</p> <p>After the SAM meeting, to enter the Safety Action Plans for each referral into the SAM record, specifying each agency involved, the action to be taken and the date of completion on the CRP and send a copy to each stakeholder.</p>                                                                                                                                                                                              |
| 2 | <p><b>Liaison with other WDVCS partners/services</b></p> <p>Develop and maintain strong working relationships with key WDVCS partners including NSW Police Force, Domestic Violence Officers (DVOs), Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services.</p> <p>Develop solid working relationships and referral networks with local services that respond to the particular needs of women and children who have been referred to the service.</p>                                                                         |
| 3 | <p><b>Networking</b></p> <p>Attend relevant interagency meetings and participate in other local community activities and events as an opportunity to promote the services of WDVCS.</p> <p>Develop links with local communities to facilitate cross referral and the provision of appropriate support services for women and children experiencing domestic and/or family violence. This can include running women's support groups for or with other organisations.</p>                                                                                                                                |
| 4 | <p><b>Community Education</b></p> <p>In conjunction with other WSCLC staff, conduct education sessions for community workers and clients on domestic violence and related issues.</p> <p>Promote WDVCS through the development of community awareness and effective liaison with key stakeholders.</p>                                                                                                                                                                                                                                                                                                  |
| 5 | <p><b>Administration (data collection, reporting, maintenance of files)</b></p> <p>Ensure that client data is appropriately collected and entered onto DFV Connect.</p> <p>Collate all information relating to the client and place in the client file.</p> <p>Maintain privacy and confidentiality of all clients and records held by the service.</p> <p>Assist in providing information and statistics for monthly reports to the Board of Directors and 6-monthly compliance reports to the funding body, WDVCS, as required.</p> <p>Collate data and statistics to support future initiatives.</p> |
| 6 | <p><b>General Duties</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



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|                                          | <p>Attend to telephone messages and return calls.</p> <p>Attend courts and WDVCS Forums as required by the Manager.</p> <p>Participate in developing policies, procedures and guidelines for WSCLC and WDVCS as required.</p> <p>Attend monthly WDVCS team meetings and WSCLC staff meetings.</p> <p>Participate in external supervision monthly.</p> <p>Participate in professional development and training as required.</p> <p>Be aware of Workplace Health and Safety (WHS) and Equal Employment Opportunity (EEO) guidelines.</p> |
| <b>What is Needed for this Position?</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1                                        | A minimum 3-year tertiary qualification in the social sciences, human behaviour, community and/or welfare studies or evidenced and demonstrated work experience. Willingness to undertake a formal tertiary qualification if successful for the position.                                                                                                                                                                                                                                                                              |
| 2                                        | Be able to work independently, including good time management and task prioritisation skills. Flexibility and responsiveness to work tasks.                                                                                                                                                                                                                                                                                                                                                                                            |
| 3                                        | Understanding of domestic and family violence, its complexities and consequences, particularly the effect of DV on minority groups such as Aboriginal or migrant women and their children.                                                                                                                                                                                                                                                                                                                                             |
| 4                                        | Understanding of intersectionality between social issues and domestic and family violence, in particular the barriers that women may face when seeking assistance.                                                                                                                                                                                                                                                                                                                                                                     |
| 5                                        | Detailed understanding of the justice response to domestic and family violence and knowledge of related legal matters such as family law, care and protection, migration, and victim's compensation issues                                                                                                                                                                                                                                                                                                                             |
| 6                                        | Demonstrated experience and knowledge of working within a trauma-informed, strengths based and person-centred framework with women in crisis. Ability to communicate effectively, particularly in negotiation, advocacy, and conflict resolution with clients who are in crisis.                                                                                                                                                                                                                                                       |
| 7                                        | Excellent organisational and administrative skills, including strong computer and data literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8                                        | Knowledge of child protection legislation, mandatory reporting and duty of care responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9                                        | Excellent and high-level networking and relationship-building skills with local services. Ability to participate in local events and develop partnerships to improve access to migrant women.                                                                                                                                                                                                                                                                                                                                          |
| <b>As a member of WSCLC, you will:</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1                                        | Demonstrate the vision and values of WSCLC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2                                        | Adhere to WSCLC processes, frameworks, practices, and policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3                                        | Promote and contribute to a safety culture and great place to work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



Western Sydney  
COMMUNITY LEGAL CENTRE LIMITED  
ABN 81 963 193 626 | ACN 629 118 903

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| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Identify and deliver efficiencies through continuous improvement in daily work.                                                               |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Effectively manage your time, resources and relationships to ensure that work is completed efficiently and in accordance with WSCLC policies. |
| <b>Finally,</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                               |
| <p>Please remember, whilst we have tried our best, the reality is no position description can completely capture the complexity of what is required of each role. As a result, this position description should not be seen as limiting the scope of your contribution and other tasks that may be required from time to time.</p> <p>All positions evolve over time and as such, we commit to regularly review and update position descriptions to accurately reflect the contribution of the employee and the changing landscape of the organisation.</p> |                                                                                                                                               |

Signed: \_\_\_\_\_  
(Employee)

Signed: \_\_\_\_\_  
(Manager)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_