

The Women's Cottage



Recruitment Package

Female Specialist Domestic Violence Case Worker

Minimum 4 years' experience supporting women impacted by domestic violence

Part time contract to July 2027 (with possible extension)

Based in Richmond NSW

Salary SCHADS Award Level 5.1

18 hours (3 days) per week (\$58.01 per hour) + 12% Superannuation

Plus, rotating or regular 4-hour shift on Saturday (\$87.01 per hour)

(Saturday shifts only apply if worked / service open)

Above Award Conditions Apply:

- Above award hourly rate of pay based on 35 hr week (not 38 hr week)
- Flexible Work Hours / Family Friendly Workplace
- Salary Packaging on Wages and Salary Sacrifice for LSL available
- Feminist Based

- Being female is a genuine requirement of this position in accordance with Division 2 Section 31 of the NSW Anti-Discrimination Act 1977

Aboriginal / TSI and Culturally Diverse women are encouraged to apply

Applications Close: 9am Monday 2/11/26

Email applications to manager@womenscottage.org.au

Female Specialist Domestic Violence Case Worker

ALL Applications MUST address ALL Essential and Desirable Criteria

Essential Criteria

- Minimum 4 years work experience providing effective support to women who have experienced domestic violence (from currently living with active DV / Escaping DV / Police and Legal Proceedings through to Healing and Recovery).
- Demonstrated understanding of the nature of gendered based violence.
- Demonstrated knowledge and skills in trauma-informed practice and its application when working with women experiencing complex trauma.
- Demonstrated high level communication and organisational skills and capacity to work through complex situations.
- Demonstrated commitment and understanding of the issues faced by Aboriginal/TSI and CALD clients accessing services and support and the ongoing impacts of colonisation and racism.
- Demonstrated competence in keeping accurate client files and using electronic based files and data entry.
- Genuine interest in working in a small creative team in a Feminist Service.
- Working with Children and Police Check
- Access to a car to use for work travel and valid Driver's Licence

Desirable:

- Relevant qualifications / training.
- Knowledge of the Hawkesbury LGA community.
- Able to start work in November 2026

For more information please contact:

Service Manager: manager@womenscottage.org.au

Female Specialist Domestic Violence Case Worker

Position Description

Position Summary:

- Provide information, support and trauma informed counselling / group work and casework for women experiencing domestic violence / relationship safety issues.
- Provide counselling and therapeutic support
- Provided co-ordinated casework, safety planning, goal setting and action plans in consultation with clients and with respect for self-determination.
- Provide advocacy, information and referral for clients as needed.
- Represent The Women's Cottage at Safety Action Plan (SAM) meetings.
- Provide outreach services in conjunction with other service providers, in-person and via and phone / online sessions to clients as needed.
- Work in partnership with WAVE and Anti-violence workers at The Women's Cottage and co-ordinate service delivery accordingly beside these roles.
- Take part in The Women's Cottage processes for staff meetings, supervision, planning and co-worker support.
- Understand and comply with The Women's Cottage policies and procedures for best practice service provision and the safety and respect of all women who come to and/or work in the service.

Direct Services Provision:

1. Provide a high-quality counselling and casework support services to women
2. Apply therapeutic attention and practice approaches to all areas of client contact that are trauma informed, strengths-based and client centred.
3. Provide counselling, casework, and group work if required in varied settings: face to face, phone, Skype, from outreach posts and via home visits (dependent on completion safe home visiting assessment).
4. Work within the objectives of the funding contract for this position.

Community Engagement and Networking:

1. Maintain contact with and provide information to relevant networks and Interagencies in relation to the project and the services provided.
2. Developing effective working partnerships with relevant stakeholders to increase client engagement.

Administration:

1. Develop and implement a project workplan in accordance with funding body requirements.
 2. Maintain concise and respectful case notes that are written in consultation with and available to clients in support of the overall therapeutic process.
 3. Maintain project evaluation processes and records
 4. Enter reporting data on the DEX Portal (or other data base) on a regular basis.
 5. Provide a quarterly report to HAWKS Inc. Management Collective.
 6. Provide a final report at the completion of the project contract.
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Organisational Participation:

1. Actively and effectively participate as a member of The Women's Cottage staff team to achieve and maintain an effective and accountable organisation that reflects the philosophy of HAWKS Inc., The Women's Cottage.
2. Participate in the development, implementation and review of appropriate and effective policies and procedures that relate to the provision of counselling services to a diverse range of clients.
3. Adhere to and contribute to a safe workplace for all staff, management collective members, service users and visitors as per Workplace Health and Safety Policy.
4. Participate in meetings and organisational development activities as negotiated e.g., Annual general meeting, staff development and management collective meetings when necessary.

Supervision and Professional Development:

1. HAWKS Inc., The Women's Cottage recognises the importance of professional supervision for all workers employed at the Cottage as part of a professional responsibility towards providing high quality, ethical services to clients who use the service. The following Internal and external supervision is provided:
 - internal supervision once a month (or more often as needed) with the Manager.
 - external supervision with a suitably qualified supervisor of your choosing.
2. The professional development of staff is encouraged by providing opportunities for training and other experiences that are likely to enhance staff knowledge, skills, and the development of the organisation.

**Guidelines for Responding to Aboriginal Clients and Community
(Applicable to all job descriptions and workers)****Responding to Aboriginal Clients and Community:**

All paid and unpaid staff have a specific Duty of Care to provide respectful, culturally relevant, and genuine support to Aboriginal Women and Community as part of their role at The Women's Cottage. This includes:

- Recognition of the Darug people as the local Traditional Owners and First Nation status of all self-identified Aboriginal people.
 - Respect for community Elders.
 - Respect and awareness of the ongoing impacts of the removal of children and the separation of families on issues such as lost cultural identity; lost connection to family, community and Country; possible negative impacts of parenting and maintaining healthy relationships; substance addictions; potential impact on physical and/or mental health.
 - Respect and awareness of the past and ongoing impacts of colonisation on Aboriginal people and the potential resulting impacts of inter-generational trauma on all areas of life and relationships.
 - Understanding the known barriers and challenges for Aboriginal women seeking support from non-Aboriginal services and taking active steps to facilitate ease of access, genuine engagement, cultural
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respect, cross cultural communication and responsiveness to needs. This may require additional time, resources and/or referrals.

- Checking in with women to see if they want to have contact with the Aboriginal worker at The Women's Cottage and/or with other Aboriginal workers from other services. And to understand and respect that some Aboriginal women would prefer NOT to see an Aboriginal worker.
- Seek advice and/or support on cultural issues and service minimum standards for working with Aboriginal women and community if needed. This can be done by talking to the Manager and/or Aboriginal worker at The Women's Cottage.

Guidelines and Support for ALL Aboriginal Workers (in designated or non-designated roles)

The Women's Cottage recognises that Aboriginal workers play an essential role in supporting The Women's Cottage to build and maintain genuine engagement with local Aboriginal Community. Aboriginal workers (in both designated and generalist positions) bring with them cultural, community and kinship relationships and understanding as well as knowledge of Aboriginal workers, services, networks, community initiatives and social issues. These pre-existing relationships and community knowledge form a rich foundation for HAWKS to draw on and have access to.

It should be further recognised that Aboriginal workers that are well supported and culturally connected greatly help to inform and support service provision across the agency that is culturally informed, relevant, and respectful. It is therefore recommended that the unique nature and resource of this role be recognised and formally valued as part of the job description of Aboriginal workers employed at The Women's Cottage.

Note: These issues are in line with best practices and the first steps towards the development of a Reconciliation Action Plans (RAP). The development of a RAP specific to The Women's Cottage should also be considered a priority as part of ongoing service planning and strategic development.

Recognised Role as an Aboriginal Worker in Supporting Cultural Capacity Building:

Assisting The Women's Cottage to provide respectful and informed cultural support and genuine engagement with Aboriginal and Torres Strait Islander community. This could include but not be limited to the following duties as part of their standard work role:

- Aboriginal Community Support
 - Home visits and transport for Elders
 - Consultation and community engagement
 - Case management for Aboriginal families with complex needs
 - Mentoring and being mentored by other Aboriginal workers
 - Networking / Partnering with Merana and other relevant Aboriginal specific organisations, projects and/or initiatives
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- Support Women's Cottage participation in NAIDOC, Sorry Day, Reconciliation Week, etc
- Attend Safety Action meetings for cultural advice if requested by SAMS Coordinator
- Aboriginal specific training, conferences, and events

Recognised Personal Cultural Responsibilities of Aboriginal Workers:

It is also acknowledged that deeper personal cultural connections and participation for Aboriginal workers will further enrich the benefits to The Women's Cottage functioning and client outcomes. Therefore, Aboriginal workers who choose to participate in extended cultural connections and activities that build cultural knowledge will be supported to do so. While this may not always be a part of their paid role, special consideration can be given where possible to offer flexible work arrangements for this broader culture participation. This could include:

- Participation in Cultural Events and Traditional Ceremony, eg: attending local Smoking Ceremonies and Sorry Business (funerals and other mourning events for Elders and relevant local community members)
 - Taking part in Women's Business ceremony and events
 - Other cultural events and activities as negotiated with management
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