

## **Vulnerable Women Specialist Case Worker**

**1 x full time – 35 hours per week (12 month contract)**

**About us:** Illawarra Legal Centre is a Centre rich in history, that is currently undergoing an exciting period of growth within our service.

ILC provides our community easy access to our person centred, multidisciplinary, wraparound service to address multiple complex legal needs through a collaborative work model.

ILC's people are dedicated, driven, person focused and committed to the principles of social justice and human rights.

The Vulnerable Women Specialist Case Worker is an exciting new position for ILC. Working closely with a Vulnerable Women Specialist Solicitor, the role is designed to help vulnerable women access legal support, while actively working to minimise safety risks. The role is primarily place based, delivering services at Women's services within the Illawarra, ensuring women can obtain support, without requiring multiple visits to multiple services. The VWSC works in trauma informed practice framework, and the primary role is to support women with the multiple complex issues, navigate the issues which are evident in their lives, but which are not directly legal matters. Additionally, the role relies on strong Casework services in targeted areas and will also be providing Community Legal Education and participating in policy and law reform activities.

**About You:** You possess substantial specialist Family and Domestic Violence knowledge with demonstrated work experience in supporting women experiencing Family and Domestic Violence.

You possess a strong knowledge of Trauma Informed Practice, and evidence of working within a multidisciplinary service structure utilising recognised best practice principles and within evidenced practice frameworks.

You are committed to social justice and looking to support vulnerable women to access their legal rights.

With skills and knowledge about the multiple and significant complex issues women experiencing Family and Domestic Violence experience, you are committed to reducing barriers to access for women, provide quality legal information and advice, and assist people to become educated about their legal rights.

You will be seeking a workplace that thrives on being integral to the community, and in delivering excellent services that promotes access and equity for people.

### **SELECTION CRITERIA**

#### **Essential skills**

- Tertiary qualifications in a relevant field (eg Social Work, Domestic and Family Violence, Community Services) or extensive (minimum 3 years) experience in a relevant field (eg Domestic Violence support services, WDVCS, advocacy)
- Demonstrated understanding of, and experience in, supporting women with the legal and non-legal issues associated with Family and Domestic Violence
- Self-management skills and ability to work to deadlines
- Excellent oral and written communication, with attention to detail and adaptability to varied audiences
- Excellent relationship building skills, particularly with women living with trauma, and strong case management skills
- Experience in collaborative work practices

## Secondary skills

- Excellent public speaking and presentation skills to deliver Community Legal Education
- Commitment to undertake law reform and policy, with a commitment to access and equity principles.
- Ability to work within a trauma informed and culturally sensitive framework with people from diverse backgrounds
- Strong administrative skills (word processing, file management) and competence in use of email/internet/ client management systems.

## Personal qualities

- Commitment to the philosophy of Community Legal Centres
- High levels of self-motivation and use of initiative
- Commitment to collaboration and team-based work
- Commitment to social justice, access, and equity
- Clear ethics and understanding of professional obligations

## About ILC and our benefits

- A clear commitment to providing a safe, welcoming workplace. We provide equal opportunities regardless of gender identity, ethnicity, sexual orientation, disability, or age.
- Above Award conditions and pay
- A flexible work environment, including work from the office and home and Time off in Lieu
- 5 weeks annual leave, plus 17.5% leave loading
- Salary Sacrifice (up to \$15900)
- Additional week off over Christmas/ New Year, in addition to annual leave
- Generous personal leave entitlements
- Employee Assistance Program
- Continued training and professional development opportunities

## Salary

- \$93195- \$97414 (pro rate) (plus 10.5% Super + 17.5% Leave loading)
- Up to \$15900 salary sacrifice

ILC considers being a woman is a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW).

Access to a comprehensively insured vehicle is a requirement of this role.

Applications should be marked as confidential and addressed to:

**Louise Farroway**

**Centre Coordinator**

**[lfarroway@illawarrallegalcentre.org.au](mailto:lfarroway@illawarrallegalcentre.org.au)**

**Applications close 26<sup>th</sup> September 2022. Applications must address the Selection criteria to be considered.**

Successful applicants will be notified of interview times and method via email.

Unsuccessful candidates will not be contacted.

## **ILLAWARRA LEGAL CENTRE INC.**

### **JOB DESCRIPTION: Vulnerable Women's Case Worker (VWCW)**

**ROLE:** The primary role of Vulnerable Women's Case Worker is to reduce safety risks for women who are at risk of experiencing family and domestic violence, in accessing legal services. The role works alongside the Vulnerable Women's Specialist Solicitor in providing place based legal services to women. This includes liaison with Police, specialist women's services staff, WDVCS staff, and other relevant agencies. Tasks include casework, referral and service support, advocacy and networking.

**ACCOUNTABILITY:** The VWCW is ultimately accountable to the Management Committee of the Illawarra Legal Centre. However, on a day to day basis, the worker is accountable to the Principal Solicitor for legal work undertaken, and the Coordinator for their work practices.

### **DUTIES:**

#### **Direct Service Delivery**

1. To provide assistance to women (and in some circumstances, their families or support people) at specialist women's services. This includes:
  - a) provide information on the supports ILC can provide them
  - b) assist women to develop an understanding of their legal rights and responsibilities
  - c) assist women in their understanding of court outcomes
  - d) assist women to access services and supports based on issues identified with the Vulnerable Women's Specialist Solicitor (VWSS)
  - e) Provide referral to other relevant agencies
  - f) Provide referral to other relevant ILC services
2. To assess the broader social and welfare needs of women, and provide targeted case coordination with relevant services

#### **Coordination of the VWSP**

3. To liaise, maintain links, and cooperation with Women's services (SAHSSI, Illawarra Women's) to identify locations and venues for place based service delivery
4. To provide crisis intervention for women presenting with immediate needs
5. To deliver flexible, trauma informed needs based supports to women at risk of and experiencing family and domestic violence
6. Provide current and relevant information on options available to them, and provide timely referral and assistance to access their chosen option
7. Advocate and coordinate with services
8. To keep appropriate data, and complete funding accountability requirements
9. Provide statistical reports for funding bodies and Management meetings.

## **Community Legal Education and Networking/ Community Development/Law Reform**

10. To maintain a close liaison with the local Women's services, local community services, the police and other government departments to ensure sharing of information and referrals
11. To develop and deliver CLE to community groups and professionals
12. To participate in law reform activities
13. To provide access to legal resources for use by community organisations
14. To develop and maintain a resource file of legal information for dissemination to women
15. To publicise the service in the community through networking, education and the media
16. Undertake relevant law reform as identified.

## **General Work**

17. Attend and participate in staff meetings as appropriate
18. Attend and participate in Family and Domestic network meetings with other Domestic Violence specialist services
19. Attend and participate in Centre Management meetings and sub committee meetings as appropriate
20. Participate in other Centre activities as decided by staff and management (eg planning days, policy meetings)
21. Undertake professional development activities as per the Centre's Staff Development policy
22. Perform own administrative duties (eg reporting, file management etc)
23. To participate in Centre projects and working groups from time to time as decided by staff and Management
24. Undertake other tasks as delegated by Management
25. Comply with relevant OH&S policies and procedures.

(Updated 2022)