Aboriginal Specialist Worker – South West Sydney WDVCAS-Full Time

- Community Legal Centre
- Generous Conditions including 5 weeks’ leave
- Remunerated at Level 5 under the SCHADS Award, specific level is dependent upon worker's experience – PBI salary packaging

Dear Applicant,

Thank you for your interest in the Aboriginal Specialist Worker position with South West Sydney Women's Domestic Violence Court Advocacy Service (SWSWDVCAS).

This package encloses the information you require to apply for the position.

Our Organisation

South West Sydney Legal Centre (SWSLC) is a not-for-profit organisation, delivering innovative, multi-disciplinary and diverse strategies aimed towards facilitating access to justice in our local communities.

SWSLC auspices several domestic violence programs, including the South West Sydney Women’s Domestic Violence Court Advocacy Service (SWSWDVCAS).

We are seeking to fill a full time Aboriginal Specialist position in SWSWDVCAS. You will be part of a team committed to eliminating violence against women and their children.

Domestic and Family Violence workers in SWSWDVCAS provide information, threat assessment, assistance, referrals, case coordination and court advocacy to WDVCAS clients before, during and after court. They work in partnership with NSW Police, Local courts, legal representatives and referral agencies to ensure safety and support for women who are experiencing Domestic and Family violence and who are going through the ADVO process at Bankstown, Fairfield and Liverpool local courts.

The Aboriginal Specialist worker exercises a high-level of expertise, providing accessible and relevant services to Aboriginal women and their children.

Applicants should have a commitment to empowering women and children affected by Domestic and Family violence, and have demonstrated ability to engage effectively with clients in crisis.

This position is open to Aboriginal female applicants only. SWSLC considers being Aboriginal and a woman to be a genuine occupational qualification for this position under sections 14 and 31 of the Anti-Discrimination Act 1977 (NSW).

The preferred applicants will be required to undergo a Working with Children Check and a Criminal Record Check.
HOW TO APPLY

1. Read the relevant position description and selection criteria further down this document;
2. Your application must include:
   - a covering letter;
   - a resume; and
   - an additional document fully addressing the Essential and Desirable criteria.

The covering letter should include:

- The position you are applying for
- Your current contact details.
- Contact details for 2 professional referees (at least one current or previous line manager).

Your resume should include:

- your employment history including dates and a brief statement of duties for previous roles
- your education history

Your additional document should clearly explain:

- how your skills and experience meet each listed essential and desirable criterion.
- Applications that do not address ALL of the essential criteria will not be considered.

3. Please send written applications to Nicolle Poll: nicolle@swsdc.org.au

4. Contact Person:
   Enquiries related to the role should be directed to SWSWDCAS Coordinator
   Farah Assafiri 0450 051085.
   Administrative enquiries should be emailed to Nicolle Poll: nicolle@swsdc.org.au

5. Applications close by COB Friday 18 October 2019
Essential and Desirable Criteria – Aboriginal Specialist Worker

Essential Criteria

- Understanding of Domestic and Family Violence, its complexities and consequences, particularly as they affect Aboriginal women and children and sensitivity to their needs;
- Knowledge and understanding of the criminal justice response to Domestic and Family Violence including ADVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim’s compensation issues;
- Knowledge and understanding of Legal Aid NSW policies in relation to grants of legal aid for people in Domestic and Family violence matters;
- Knowledge, understanding and ability to engage with local Aboriginal communities;
- Ability to develop positive working relationship with Local Aboriginal communities;
- Ability to deliver services in accordance with the SWSWDVCAS Service Agreement, WDVCAP Principles;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution;
- Excellent networking skills; and
- Knowledge of and an ability to work effectively with an interpreter service
- Excellent organisational and administrative skills.
- You must be an Aboriginal woman to apply for this position.

Desirable Criteria

- Direct experience working in the legal system and courts.
- Local knowledge of South West Sydney area and its community services network
- Good computer literacy - ability to use word processing software including Outlook, Word and Excel.
Position Description

Aboriginal Specialist Worker – South West Sydney WDVCAS (SWSWDVCAS)
Full Time position

The SWSWDVCAS Aboriginal Specialist Worker provides assistance to women and their children – in particular Aboriginal & Torres Strait Islander Women and their children - seeking protection from Domestic and Family Violence through the legal system/AVO process. They will also provide high level expert advice on how to make SWSWDVCAS services relevant, accessible and responsive to Aboriginal women and their children.

The duties of the Aboriginal Specialist Worker primarily focus on Aboriginal and Torres Strait Islander women and their children. They include but are not limited to:

- Accepting Electronic referrals from the Central Referral Point and contacting clients in a timely manner, ascertaining their current risk status and undertaking safety planning to address immediate needs;
- Liaising with the Safety Action Meeting Coordinator to ensure that clients that are identified and assessed at serious threat are placed on the next SAM agenda if possible;
- Providing relevant information and making warm referrals to a range of service providers to assist clients with their ongoing needs;
- Attending court on AVO list days and other days as required and when time allows, in particular mentions, hearings, prosecutor hearing clinics etc to provide information, assistance, referrals and court advocacy for SWSWDVCAS clients, and in particular Aboriginal women and children as directed by the Coordinator;
- Developing and maintaining strong relationships with Key WDVCAS partners including the NSW Police Force, Local Courts, legal representatives and referral agencies;
- Liaise with the Coordinator/Assistant Co-ordinator in relation to complex matters and identified DV trends;
- Providing high level expert advice, information and appropriate referrals to women pre court, at court and follow up as required;
- Ensuring women have access to appropriate legal representation for Apprehended Domestic Violence Orders (ADVO) matters as required i.e. private ADVO applications;
- Ensuring the safety of SWSWDVCAS clients at court by advocating on their behalf with court staff and Sheriff Officers to assist them into and out of court. Obtaining copies of orders and other notices from the court staff on behalf of SWSWDVCAS clients, as required;
- Providing high level expert advice and assistance to the SWSWDVCAS Coordinator and Assistant Coordinator to develop and implement strategies aimed at making SWSWDVCAS services relevant, accessible and responsive to the needs of Aboriginal women and their children;
- In liaison with the Co-ordinator, develop solid working relationships and referral networks with local services that respond to identified needs of Aboriginal women and their children;
- In liaison with the Co-ordinator, develop solid working relationships and referral networks with local services to promote the services of SWSWDVCAS e.g. NAIDOC Week. Encourage women to use the services of the SWSWDVCAS;
- Provide feedback to the SWSWDVCAS Coordinator and Assistant Coordinator about local issues affecting Aboriginal clients and access to WDVCAS services and legal processes;
• Assist the SWSWDVCAS Coordinator/Assistant Coordinator to work in partnership with NSW Police, Local Courts, legal representatives, Aboriginal community and referral agencies
• Adhere to SWSLC and WDVCAP Principles, Policies and Standards in undertaking the work in particular those relating to client confidentiality and privacy, referrals to and from the SWSWDVCAS, client and worker safety, staff professionalism, child protection notifications and follow-up assistance
• Collect data for the WDVCAP database and any other information, as directed by the SWSWDVCAS Coordinator/Assistant Coordinator; and
• Undertaking all necessary training as outlined in the WDVCAS service agreement and the WDVCAP Policy and procedure manual;
• Other duties consistent with the role that may from time to time be required as directed by the SWSWDVCAS Coordinator.

General
• Undertake all your own word-processing as well as clerical and administrative duties for your role;
• Attend and actively participate in team and staff meetings;
• Cooperate with other members of staff in the provision of effective services in accordance with the SWSWDVCAS aims and objectives;
• Adhere to and work within codes of practice relevant to your role and position in the community and community sector;
• Maintain an up to date working knowledge of the law and practice and procedure relevant to the position;
• Maintain a working familiarity with office equipment required within the position.

Accountability and Administration
• Ultimately accountable to the SWSWDVCAS Coordinator for all matters;
• Accountable to the SWSWDVCAS Assistant Coordinator for day to day work activities;
• Collect and record data for and in accordance with SWSWDVCAS policies and procedures;
• Contribute to the production of reports as required by SWSWDVCAS Coordinator and Assistant Coordinator;
• Accept direction from the SWSWDVCAS Coordinator for all matters and Assistant Coordinator for day to day work activities.

Common team functions and responsibilities
• Work collaboratively with other team members by sharing skills, resources, projects and ideas
• Respect and work within the codes of behaviour, policies and procedures of the SWSWDVCAS and Service Provider
• Encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism
• Support the broader WDVCAS functions from time to time as required

Terms and Definitions
‘SWSWDVCAS’ refers to the South West Sydney Women’s Domestic Violence Court Advocacy Service;
‘Service Provider’ refers to South West Sydney Legal Centre Inc.