



DFV Specialist Worker South West Sydney Women's Domestic Violence Court Advocacy Service

- Permanent, full time (35hpw)
- South West Sydney base
- Community Legal Centre incorporating domestic and family violence services
- Salary range: SCHCADS L5 \$84,848 to \$88,691
- Flexible work conditions, salary packaging, 5 weeks' annual leave plus leave loading

We are seeking a Domestic and Family Violence worker to join our South West Sydney Women's Domestic Violence Court Advocacy Service (SWSWDVCAS) team. You will be part of delivering a best practice, specialist, trauma-informed model of service delivery to women affected by domestic and family violence (DFV) and ensuring an integrated response to women assessed as at serious threat of harm.

About South West Sydney Legal Centre

South West Sydney Legal Centre (SWSLC) is a not for profit, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of DFV. We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

About the role

The DFV Specialist Worker works closely with colleagues in the SWS WDV CAS team to provide an effective and streamlined service that assists women experiencing DFV with threat assessment and safety planning, case coordination, information and court advocacy. The successful applicant will have strong interpersonal and organisational skills, and knowledge and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues.

Applicants must have a commitment to empowering women and children affected by DFV, an understanding or willingness to learn the principles of a trauma-informed approach to service delivery, have demonstrated ability to engage effectively with clients from culturally and linguistically diverse backgrounds and have demonstrated ability to engage effectively with clients in crisis. Proficiency in a language other than English is desirable.

This position is open to female applicants only. SWSLC considers being a woman to be a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW). Aboriginal and Torres Strait Islander women are strongly encouraged to apply.

Closing Date: 9am Friday 22nd October 2021

Contact Person: Enquiries about the role should be emailed to Farah Assafiri, Manager SWS WDVCAS farah@swwslc.org.au

The preferred applicant will be required to undergo a Working with Children Check and a National Police Records Check.

How to apply for this position:

1. Visit our website <https://swwslc.org.au/contact/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Send your covering letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria to alison@swwslc.org.au
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



SOUTH WEST SYDNEY LEGAL CENTRE INCORPORATED

ABN: 91991317875

**DFV SPECIALIST WORKER
SOUTH WEST SYDNEY WOMEN'S DOMESTIC VIOLENCE COURT ADVOCACY
SERVICE (SWS WDV CAS)**

Dear Applicant,

Thank you for your interest in the Domestic and Family Violence (DFV) Specialist Worker position with South West Sydney Women's Domestic Violence Court Advocacy Service (SWS WDV CAS). 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, community legal centre. We deliver legal services to facilitate access to justice for disadvantaged people in South West Sydney including specialised legal services for victim-survivors of DFV. We also provide information, court support, referral and casework to victim-survivors of DFV through government funded DFV services. Our DFV services cover LGAs in South West Sydney and Central Sydney.

SWSLC uses a multidisciplinary model bringing together lawyers, social workers, and community workers to provide trauma-informed, client-centred and culturally safe legal assistance and DFV support services to clients. Services are provided through phone support and face-to-face services in our offices, at courts and through outreach services and community engagement. SWSLC has offices in Liverpool, Bankstown, Smithfield and Sydney.

DFV Specialist Worker role

SWSLC auspices several domestic violence programs, including the South West Sydney Women's Domestic Violence Court Advocacy Service (SWS WDV CAS). We are seeking a Domestic and Family Violence Specialist Worker to join our dynamic and friendly teams, based at our Smithfield office. You will be part of delivering a best practice, specialist, trauma-informed model of service delivery to women affected by DFV and ensuring an integrated response to women assessed as at serious threat of harm.

The Domestic and Family Violence Specialist Worker provides information, safety assessment, referrals, case coordination, In addition to advocacy, and support at Bankstown, Fairfield and Liverpool local courts, for women and children affected by domestic and family violence accessing the legal system to obtain protection through Apprehended Domestic Violence Orders.

Applicants must have a commitment to empowering women and children affected by DFV, an understanding or willingness to learn the principles of a trauma-informed approach to service delivery, have demonstrated ability to engage effectively with clients from culturally and linguistically diverse backgrounds and have demonstrated ability to engage effectively with clients in crisis.

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

Aboriginal and Torres Strait Islander women are strongly encouraged to apply

Proficiency in a language other than English is desirable.

The preferred applicant will be required to undergo a Working with Children Check and a National Criminal Records Check.

Please see the **position description** and the **essential and desirable criteria** further down in this document.

P.O Box 1042
Liverpool NSW BC 1871
Ph: (02) 9601 7777
Fax: (02) 9600 6244

Level 1/98-100 Moore Street
Liverpool NSW 2170
E-mail: info@swhlc.org.au
Website: www.swhlc.org.au



HOW TO APPLY

1. Read the Position Description and Essential and Desirable Criteria below.
2. Your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria.

The covering letter needs to state:

- The position you are applying for;
- Your current contact details; and

Your resume should detail:

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

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria;
- Applications that do not address **ALL of the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to alison@swwslc.org.au.

CLOSING DATE: 9am Friday 22nd October 2021

CONTACT PERSON: Enquiries about the role should be emailed to Farah Assafiri, Manager SWS WDVCS farah@swwslc.org.au

Yours sincerely,

Farah Assafiri
Manager South West Sydney WDVCS

POSITION DESCRIPTION

Position:	Domestic and Family Violence Specialist Worker
Status:	Permanent
Accountable:	Manager, South West Sydney WDV CAS
Classification:	SCHCADS Level 5
Location:	Fairfield, Liverpool, Bankstown SWSLC Offices and local courts

The Domestic and Family Violence Specialist Worker assists the Manager in the overall administration and coordination of the South West Sydney WDV CAS responsibilities. The Domestic and Family Violence Specialist Worker works in partnership with the Safety Action Meeting Co-ordinator and other WDV CAS workers to provide clients with an effective, streamlined service.

Principle Duties

The work includes, but is not limited to, the following duties:

- Accepting electronic referrals from the Central Referral Point as well as telephone and paper referrals from government agencies and non-government services
- Contacting clients referred to the Local Coordination Point in a timely and appropriate manner to offer a service
- Conducting a threat assessment with clients to ascertain current risk status
- Undertaking safety planning with clients to address their immediate safety needs
- Liaising with the Safety Action Meeting Co-ordinator regarding clients at serious threat to ensure these clients are placed on the agenda for the next Safety Action Meeting
- Providing relevant and appropriate information in making warm referrals to a range of service providers to assist clients with their ongoing needs
- Liaising with clients in relation to safety action plans developed at Safety Action Meetings and / or appropriate support provided, or arranged, by the Local Coordination Point.
- Attending court on AVO list days and other days as required, in particular; mentions, hearings, prosecutor hearing clinics etc to provide provide information, assistance, referrals and court advocacy for South West Sydney WDV CAS clients, as directed by the Manager or the Assistant Manager in liason with the SAM Coordinator
- 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 SWSWDV CAS clients at court by advocating on their behalf with court staff and Sherriff Officers to assist them into and out of court. Obtaining copies of orders and other notices from the court staff on behalf of SWSWDV CAS clients, as required
- Assisting the Safety Action Meeting Coordinator to develop and administer policies, systems and processes for the effective operation of the Local Coordination Point and the Safety Action Meeting
- Developing and maintaining strong working relationships with key WDV CAS partners including NSW Police Force, Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services
- Complying with the Safety Action Meeting Practice Manual and the Domestic and Family Violence Information Sharing Protocol as well as the WDV CAP policy manual
- Fulfilling data entry and reporting requirements for the WDV CAP Database and the Central Referral Point in line with the WDV CAS Service Agreement and the WDV CAP Principles, Policies and Standards as needed
- Complete all necessary training as outlined in the WDV CAS service agreement and the WDV CAS Policy and procedure manual

General Duties

- Adhere to all and SWSLC policies, procedures, principles and service standards
- Be familiar and comply with all administrative, WHS and Human Resources procedures and processes relevant to your position
- Undertake training and professional development such as to develop and maintain skills and qualifications necessary to effectively fulfil your position and as directed

- Adhere to and work within codes of practice relevant to your role, position in the community and community sector
- Maintain client and organisational privacy and confidentiality
- Attend and contribute to regular team/staff meetings and planning activities as required
- Actively and constructively participate in performance reviews
- Promote SWSLC in a positive manner at all times
- Encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices, professionalism and teamwork
- Work collaboratively with other team members by sharing skills, resources, projects and ideas
- Participate in staff development opportunities
- Maintain a working familiarity with office equipment required within the position
- Other duties as requested by the Manager that are within the scope of this position

ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Demonstrated understanding of the dynamics, complexities and legal and social welfare consequences of domestic violence
- Demonstrated understanding of the criminal justice response to domestic violence including Apprehended Domestic Violence Order (ADVO) applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues
- Demonstrated ability to establish and maintain professional working relationships with key stakeholders in the area
- Demonstrated understanding of the particular needs of and challenges faced by clients from diverse communities, especially Aboriginal and Torres Strait Islander clients and clients from linguistically and culturally diverse backgrounds
- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support
- Ability to deliver services in accordance with policies, principles and other operational documents
- Sound organisational, administrative and management skills
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution; and
- Ability to work effectively with interpreter services and other support services for victims with specific needs
- Basic IT skills

Desirable Criteria

- Proficiency in a language other than English
- Experience using Mac