



Position Description

JOB TITLE: Domestic Violence Community Worker

JOB TYPE: Part-time/Temporary for 24 months

CLASSIFICATION: Level 5, Welfare Rights Centre Ltd Enterprise Agreement 2008

REPORTS TO: Principal Solicitor

PURPOSE OF THE POSITION:

The Domestic Violence Community Worker's primary role is to contribute to the Welfare Rights Centre's casework practice through the provision of non-legal support services to clients who are experiencing or at risk of domestic violence, to assist with safety planning, and access to community support services. The Domestic Violence Community Worker will also work with the Centre's solicitors in advising clients and implementing legal advice.

MAIN DUTIES/RESPONSIBILITIES:

The duties and responsibilities of the Domestic Violence Community Worker are as follows:

- Conduct phone-based intake for clients experiencing or at risk of domestic violence to assess risk and immediate needs, and the nature of the clients' social security problem;
- Provide information about safety planning to clients experiencing or at risk of domestic violence;
- Support clients to access community and government services and resources, including police, housing, food and petrol vouchers, or a doctor, which will assist them to manage their circumstances, while their Centrelink matter is being resolved;
- Under the supervision of a solicitor, provide advice to clients in straightforward social security matters;
- Assist and support clients to implement solicitors' advice to clients, including obtaining documentation such as copies of bank account statements, medical records, and Apprehended Domestic Violence Orders;
- Contribute to community legal education sessions delivered by the Centre to the community sector and engage in stakeholder engagement; and
- Day-to-day supervision of social work placement students.

QUALIFICATIONS & EXPERIENCE:

The Domestic Violence Community Worker must have the following qualifications and experience:

- Degree or diploma qualification in related field, e.g. social work degree or diploma of community services; and
- At least 3 years' experience working with people experiencing or at risk of domestic violence.

OR

- At least 5 years' experience working with people experiencing or at risk of domestic violence.

SELECTION CRITERIA:

1. Degree or diploma qualification in related field with minimum three years' experience OR at least 5 years' experience working with people experiencing or at risk of domestic violence.
2. Demonstrated high level organisation, time management, communication and negotiation skills (written and oral).
3. High-level record-keeping and file maintenance skills.
4. Sound knowledge of relevant theories of domestic violence and an understanding of the impact it can have on women and children.
5. Understanding of the interaction between the legal system and domestic violence.
6. Experience in completing risk assessments and working with best practice models of support to people experiencing or at risk of domestic violence.
7. Commitment to undertake training to acquire a working knowledge of social security and family assistance laws, policies and procedures.
8. Demonstrated commitment to achieving social justice.

Desirable criteria:

9. Experience working in a legal setting.

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