

## POSITION DESCRIPTION

### Staying Home Leaving Violence (SHLV) Caseworker Weave Women & Children's Centre

<b>Position title</b>	Staying Home Leaving Violence (SHLV) Caseworker
<b>Reports to</b>	Domestic Violence Program Manager and Prevention Specialist
<b>Responsible for</b>	Providing support, practical casework, case management, advocacy, information and referral for women experiencing domestic and family violence and abuse residing in the Redfern Local Area Command and surrounding suburbs. Providing community education and information sessions about domestic and family violence and abuse
<b>Location</b>	Women & Children's Centre, 133 Moorehead Street, Waterloo
<b>Hours</b>	Negotiable: Full time 5 days per week/ Part time 4 days per week or 9 day fortnight
<b>Status</b>	Part Time: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
<b>Grade</b>	SCHCADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave hourly rates are above the SCHCADS rates. The current Weave hourly rates for Level 4 Paypoint 1-4 are \$40.75-\$43.65 exclusive of superannuation and annual leave loading
<b>Benefits</b>	Superannuation @ 10% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

## **SUMMARY OF THE POSITION:**

Weave Women & Children's Centre has been operating in the Redfern/Waterloo area for over 40 years. The Centre offers support services, casework, groups and educational opportunities to women with children 0-12 years as well as casework support for women through the Staying Home, Leaving Violence initiative.

In collaboration with the other SHLV worker and the Program Manager, the SHLV Caseworker will coordinate service provision for Weave's SHLV program. Providing comprehensive case management for women residing in the Redfern Local Area Command and surrounding suburbs who are experiencing domestic violence. Supporting women to remain safely in their home or to relocate to other appropriate, safehousing. Providing support, advocacy, information and referral with issues that may include but are not limited to:

- Housing
- Police reporting
- Victim Services Applications
- Court Support
- Legal matters
- Safety planning/Safety audits
- Emotional support
- Parenting Support
- Education & Employment
- Centrelink
- Counselling
- Practical support
- Advocacy with all service providers
- DFV education & awareness raising

In addition to this, the SHLV Caseworker is responsible for building strong networks and liaising with key stakeholders and partners, participation in the Inner City Domestic Violence Interagency and providing community education and information sessions about domestic and family violence and abuse.

In conjunction with the Women and Children's Domestic and Family Violence Program Manager, ensure the Department of Communities and Justice (DCJ) contractual KPIs are met.

## **KEY RESPONSIBILITIES:**

### Case Management

- In conjunction with the other SHLV caseworker, provide case management support for at least 40 women per year experiencing domestic violence (case allocation dependent on level of intensity and number of weekly working hours)
- Conduct lethality risk assessments, safety audits and devise safety plans with clients
- Assess and approve brokerage expenditure to provide security upgrades for clients
- Organise safety upgrades to clients' homes as necessary through SHLV brokerage funds
- Support clients while making statements to police and during court proceedings
- Provide emotional support for the client and her children
- Complete Victim Services applications
- Assist clients to identify areas of need and provide appropriate support, referral, information and advocacy within an individual casework plan. To be able to access social and community welfare services in particular public housing, crisis accommodation, domestic violence support and advocacy including support to some knowledge or willingness to learn about Apprehended Violence Orders legislation and the new Domestic Violence Framework
- Work in a highly responsive, proactive and innovative way with service users
- Develop collaborative relationships with other service providers to ensure holistic support for service users. In particular, work closely with the other SHLV Caseworker on the team and all Weave Women and Children's Centre staff
- Provide outreach service provision and home visits in line with service policies and procedures.
- Case Coordination for a small group of clients is also part of the role
- Assist with Intake/ Drop In work as required – answer phones, take referrals, respond to drop in support needs as time permits. Record drop in data using the appropriate tools

## Administrative and Networking Duties

- Ensure compliance with service funding agreement, service specifications and statistical data collection requirements
- Participate in service evaluation in line with service specification requirements using DCJ SHLV data portal and Weave's Client database
- Report writing for both internal and external purposes
- Advocate to ensure that case management agreements with partner agencies are implemented
- Attend Staying Home Leaving Violence Reference Group meetings and attend Women's Domestic Violence Interagency Meetings.
- Keep abreast of current resources and developments in relation to domestic violence, statutory requirements, legislation and women's issues in general. Identify professional training and development needs in consultation with the Program Manager and undertake training within budget constraints
- Carry out any administrative or clerical tasks as required within the course of the work including upkeep of electronic casework files, database, daily client statistics, ensuring minutes and other documentation relating to the SHLV reference group meetings is completed and distributed
- Performance of other duties as required and directed by the Program Manager

### **GENERAL RESPONSIBILITIES OF ALL WEAWE STAFF:**

- Work as part of the wider Weave team displaying effective team membership and upholding the Weave values at all times
- Participate in Weave staff meetings, retreats, planning days, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home

- Notice when things are untidy and proactively clean up as needed
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the Position Descriptions of all staff
- Support and maintain a healthy, inclusive, positive Weave culture and embody the Weave values
- Expectations of workers roles can change according to the needs of the community and available resources

### **SKILLS AND ATTRIBUTES FOR THE ROLE:**

- Highly developed time management and organisational skills demonstrating attention to detail and the ability to complete tasks in a timely manner
- Ability to work independently and use initiative
- Strong communication skills, both verbal and written
- Strong advocacy skills
- An ability to understand and manage community dynamics
- Demonstrated interpersonal and relationship building skills
- Ability to work as a team member and with a high degree of autonomy
- Strong computer and IT literacy skills
- Common sense and an excellent sense of humour
- Ability to work in a flexible and adaptable manner under stress

### **SELECTION CRITERIA:**

1. Relevant qualifications in Social Work, Community Work or other relevant discipline and/or equivalent relevant experience
2. Experience in using a client centered strengths-based framework in the provision of assessment, casework and case management support to women experiencing domestic violence

3. Basic understanding of the legal system in relation to domestic violence and/or willingness to learn
4. Demonstrated experience working with or personal experience working with Aboriginal people and communities, and an understanding of the strengths of Aboriginal people
5. Understanding of the impacts of intergenerational trauma on Aboriginal people, in particular residing in Redfern, Waterloo and surrounding areas in the City of Sydney LGA
6. Understanding of complex issues affecting Aboriginal Women experiencing domestic and family violence
7. Understanding of complex issues affecting CALD Women experiencing domestic violence
8. Demonstrated skills and knowledge in provision of informal parenting support, particularly in relation to the impact of domestic violence on children
9. Understanding and demonstrated experience of working within a trauma informed, healing centred, strength based, person centred, feminist and culturally appropriate framework
10. NSW Working With Children Check
11. National Police Check
12. Current NSW Class C driver's license

Our Women's Centre services are provided only to women. We consider being a woman is a genuine occupational qualification for this position under section 31 of the Anti-Discrimination Act 1977 (NSW) and sections 30 of the Sex Discrimination Act 1984 (Cth)