



POSITION DESCRIPTION
Weave Women & Children's Centre
Caseworker - Targeted Earlier Intervention (TEI) Program

Position title	Caseworker - TEI Program
Reports to	Weave Women & Children's Centre, Program Manager
Responsible for	Providing holistic casework support to women with children aged 0-12 in their care residing in the City of Sydney LGA. Also providing care for children (0 - 5 years) as needed while their mums/carers attend the centre for casework, counselling support, groups etc.
Location	The position is currently based on Gadigal Land at Weave Women & Children's Centre, Waterloo but you may be required to work at other Weave sites based on Gadigal and Bidjigal Land during the course of your employment.
Hours	Full time: 35 hours per week
Status	Fixed term 12 months
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	SCHADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave hourly rates are above the SCHADS rates. The current Weave hourly rates for Level 4 Paypoint 1-4 is \$45.08 - \$48.51 exclusive of superannuation and annual leave loading
Benefits	<ul style="list-style-type: none"> ● Generous salary sacrifice ● Above Award hourly rates based on a 35 hour week ● Bonus paid leave days over Christmas and New Year

About Weave Youth & Community Services

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years.

Weave's purpose is to empower people to change their lives, and healing and connection is at the centre of our work.

Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination.

Our work at every level is guided by our [Aboriginal Healing Framework](#)

About Weave Women & Children's Centre

Weave Women & Children's Centre has been operating in the Redfern/Waterloo area for over 35 years (originally as The Shop Women & Children's Centre). The Centre offers early intervention wrap-around casework (Targeted Earlier Intervention TEI), specialised domestic and family violence support services (Staying Home Leaving Violence Program SHLV), and drop-in support for women and children in the community.

About the Position

The Caseworker provides intensive wrap-around casework/case management support, practical assistance, housing support, information and referral, education advice and general support services to women and children in their care aged 0-12 years old residing in the City of Sydney LGA.

- Provide holistic casework and case management support to women with children in their care aged 0-12 years in the City of Sydney LGA, supporting them with issues such as mental health and AOD challenges, experiences of homelessness, impacts of complex trauma and systemic disadvantage, legal issues, domestic and family violence and child protection issues etc.
- Develop client-led case plans and ensure support is informed by Weave's "How We Do What We Do" practice framework and Weave's [Aboriginal Healing Framework](#)
- Provide support, referral, advocacy and information services to clients.
- Work from a proactive, client-led, trauma-informed, strengths-based, feminist, healing-centred and culturally safe perspective.
- Engage in outreach service provision where required, including accompanying clients to appointments.
- Liaise with relevant networks, agencies, community networks and government departments as required.
- With client permission, work collaboratively alongside other Weave staff (where relevant), external supports and services involved in supporting the client/family.

- Maintain up-to-date administrative records and undertake administrative tasks as required within the course of your work. This includes but is not limited to, upkeep of client files, data entry, daily organising logistics for groups, writing reports and support letters.
- Part of all TEI Caseworker roles at WWCC is to assist with providing care for children aged 0 - 5 years while their parent/carer is attending casework and counselling appointments, education groups and other appointments at the centre.
- Ensure general care and hygiene of each child including changing nappies and clothes, washing hands etc.
- Keep childcare area and equipment clean in line with WHS standards. Pack away all equipment and leave the area clean and tidy after each session, ensuring the area is locked and heating and lights are turned off.
- Participate in intake and referral/drop-in work including answering phones, taking referrals, assisting drop-in clients to make appointments and fill out forms, providing crisis support, food parcels and other client needs as they arise.
- Identify professional training and development needs and participate in training and performance appraisal as required.
- Attend regular external clinical/cultural supervision and line management meetings as agreed with your Program Manager.
- Weave is a place based organisation and we require staff to proactively engage with key stakeholders in the local community to build connections and relationships and participate in relevant local community events.
- Assist the team with supervision of student placements and volunteers as required
- Assist with and encourage client participation in Weave events and projects and broader community events and networks.
- Assist in planning, organising and running groups, workshops, projects and events at the Women & Children's Centre and across Weave as required.
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct.

Selection Criteria

1. Relevant tertiary qualifications in Social Work, Community Work, Social Sciences or other relevant discipline and/or equivalent relevant experience
2. Experience providing casework, and case management support for women and children impacted by a range of issues including mental health and AOD challenges, homelessness, complex trauma and systemic disadvantage, racism and discrimination, domestic and family violence and/or child protection issues
3. Team player with creative and practical problem solving skills and ability to work well under pressure
4. Awareness of, and sensitivity to the experiences of Aboriginal and Torres Strait Islander peoples impacted by the ongoing oppressive legacies of colonisation

5. Understanding of the importance of cultural safety for Aboriginal and Torres Strait Islander people and the strengths of Aboriginal and Torres Strait Islander peoples
6. A passion for advocacy and social justice
7. NSW Working with Children Clearance and NSW Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role.)
8. Current NSW Class C Driver's Licence

Our Women & Children's Centre services are provided only to women and their children. 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).

Desirable Criteria

Given the high proportion of Aboriginal women and children accessing our services, Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.