



# Position Description

<b>ROLE</b>	Case Worker  Being a woman is a genuine requirement for this position under Section 31.2H of the Anti-Discrimination Act 1977
<b>SECTION</b>	Eurobodalla Domestic and Family Violence Service
<b>RESPONSIBLE TO</b>	SEWACS Manager and Program Manager
<b>STATUS</b>	Permanent Part-time after six-month probation period
<b>LOCATION</b>	Moruya, NSW
<b>HOURS</b>	56 hours per fortnight
<b>TERMS &amp; CONDITIONS</b>	Employment conditions as per Social, Community, Home Care and Disability Services Industry Award 2010. For more information: <a href="http://www.fwa.gov.au/documents/modern_awards/award/ma000100/default.htm">http://www.fwa.gov.au/documents/modern_awards/award/ma000100/default.htm</a>

## **ABOUT SOUTH EAST WOMEN AND CHILDREN'S SERVICES**

South East Women and Children's Services (SEWACS) is a feminist, community organisation providing innovative, holistic, client-focussed homelessness, domestic violence and youth support services across Bega Valley and Eurobodalla Shires.

By working toward eliminating homelessness and domestic and family violence, SEWACS strives to create a community where all people are treated with respect and can live in a safe and secure environment.

## **THE POSITION**

Working closely with the Program Manager and other staff plays a key role in ensuring high quality and dynamic services are provided which contribute to a safer community and assist individuals and families to build a strong and sustainable future. This is achieved through crisis response accommodation (Moruya Refuge), early intervention programs, active and integrated case management, coordination of services, community linkages, support, advocacy and referral, and rapid rehousing assistance for women and children who are homeless or at risk of homelessness due to domestic and/or family violence.

## **THE POSITION**

The Case Worker position will work with the Program Manager, other staff and Management to provide case management and wrap around services for women with and without children who are homeless or at risk of homelessness because of family and domestic violence.

The worker will assist individuals and families to build a strong and sustainable future through active and integrated case management, coordination of services, community linkages, support, advocacy and referral, and practical assistance to access to housing.

## **OPPORTUNITIES OF THE POSITION**

To be part of a dynamic community organisation that has made and continues to make positive changes for adults and children at risk of homelessness and affected by domestic and family violence. Training opportunities exist for successful applicants.

## **RESPONSIBLE TO**

The Case Worker will be responsible to the Program Manager and SEWACS Regional Manager.

## **DUTIES**

- Assisting clients who have complex support needs with practical support to secure safe housing. This includes completing paperwork for/with the client.
- To work in the community providing outreach services safely to the client and yourself.
- To work in a busy crisis accommodation service, and prioritise the workload.
- To work with women and children who have experienced DV and trauma.
- Provide comprehensive case management support to clients including crisis intervention and longer term wrap around services to stabilize clients.
- Provide ongoing practical and emotional support for clients, this includes providing advocacy for clients as required.
- Prepare, document and implement case plans for every client and the coordination of other services to support the client.
- Provide an information and referral service to non-government and statutory organisations, community organisations and individuals when requested
- Maintain the CIMS database and ensure accurate up to date and concise information is recorded for all clients
- Assess the appropriateness of referrals, both to and from the service. If necessary consult with other staff
- Organise and facilitate support groups
- Attend and present at network meetings.

- Transport adults and children in service vehicles to relevant agencies where appropriate

## **RESPONSIBILITIES**

- Be actively informed of all SEWACS policy and procedures
- Maintain strict confidentiality at all times
- Understand and implement the principles of working as a member of a team
- Aim at all times to keep women and children safe from domestic and family violence.
- Attend and actively participate in work related conferences, meetings and training courses as required, some of which may be outside the local area and require overnight stays
- Carry out work in accordance with the current policies and procedures of SEWACS, guidelines of the association, common law and funding agreement guidelines.
- Be aware of and adhere to relevant legislation and mandatory obligations pertaining to adults and children. In particular, Child Protection legislation, Interagency Guidelines and legal responsibilities for reporting children at risk
- Ensure that the service is provided with particular sensitivity to the individual and cultural needs of all clients
- Develop and maintain networks with relevant community and departmental agencies and individuals.
- Undertake tasks as directed by the Program Manager and Manager
- Participate in community development projects and structural advocacy activities as required
- Have a commitment to empowering women and children
- Recognise and monitor job stress and personal needs as a worker and take active responsibility for your own wellbeing in the work place
- Actively represent the service and lobby for change on issues affecting the safety of women and children

## **COMMUNICATION**

- Keep written records and statistics of all clients accessing the service
- Participate in the evaluation and implementation of SEWACS Strategic and Operational Plans
- Bring to staff meetings and if necessary to the Manager issues that may inhibit the smooth operation of the service
- Participate in internal and external supervision and annual (or as otherwise directed) worker appraisals
- Attend meetings as requested by the Program Manager and Manager
- Work collaboratively and respectfully with all SEWACS staff and Management

## SELECTION CRITERIA

THE SELECTION CRITERIA POINTS MUST BE ADDRESSED INDIVIDUALLY FOR YOUR APPLICATION TO BE ACCEPTED

Interview selection will be based on the following selection criteria:

### Essential skills and experience required

- High regarded but not essential is a tertiary qualifications in Social Sciences or appropriate extensive experience. A minimum qualification of Diploma Community Services Welfare or equivalent.
- Demonstrated knowledge of working with homeless people or people at risk of homelessness due to domestic and family violence
- Ability to work in a busy crisis accommodation service and prioritise the workload of multiple clients.
- Be available to work flexible hours, work on-call as required and as an emergency on weekends.
- Demonstrated knowledge of housing and securing tenancies.
- Strong case management skills and working with complex issues.
- Awareness of the specific issues arising for Aboriginal people and people from non-English speaking background, women with disabilities and children experiencing domestic violence
- Strong communication skills and the ability to work with a diverse range of staff, clients and other service providers
- Comprehensive computer skills in email, data entry and word documents.
- Ability to work safely providing Outreach services.

### Other Requirements

- Successful 'Working with Children' and Criminal History Police Checks
- Current Drivers Licence
- Undertake a 6 month probationary work contract.
- Be available to work flexible hours, work on-call as required and as an emergency on weekends.
- Able to attend training as requested.

Please provide:

- names and contact details of two recent referees
- a cover letter
- a current resume

For further information please contact: Zoe, Eurobodalla Program Manager on 02 44743226.

Service information is available from our website at [www.sewacs.org.au](http://www.sewacs.org.au)

Applications for this position should be forwarded in word format or pdf to: [zoe@sewacs.org.au](mailto:zoe@sewacs.org.au) with CONFIDENTIAL Caseworker in subject heading.

Applications Close: Tuesday 25th Aug 2020.