



Position Description

ROLE	DVRE worker(Evening and on-call shifts) Being a woman is a genuine requirement for this position under Section 31.2H of the Anti-Discrimination Act 1977
SECTION	Eurobodalla Domestic and Family Violence Homelessness Service
RESPONSIBLE TO	SEWACS Manager and Program Manager
STATUS	14 months funded contract after six-month probation period
LOCATION	Moruya
HOURS	4-8pm 5 nights per week 20hours (2 Caseworkers required) Approximately one Saturday per month (1 Caseworker required) on a rotating roster On-call shifts until midnight 3 to 7 times per week or on rotating roster
TERMS & CONDITIONS	Employment conditions as per Social, Community, Home Care and Disability Services Industry Award 2010. For more information:

http://www.fwa.gov.au/documents/modern_awards/award/ma000100/default.htm

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.

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 DVRE Worker will be responsible to the Program Manager and SEWACS 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 provide phone outreach services safely to the client and yourself.
- To work in a busy crisis accommodation service, and prioritise the workload.
- To support the residents in the Refuge with ongoing lifestyle skills, such as bed making, bath times, health family dinners, after school routines for children and informal support for the women.
- To work with women and children who have experienced DV and trauma
- support 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.
- To provide on-call phone support
- Update, 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
- 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

- Highly 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.
- Be confident to work in the evenings at the refuge and at supported accommodation to support women and children's leaving Domestic and Family violence.
- Ability to be responsive and work in busy crisis accommodation service and prioritise the workload of multiple clients.
- Be available to work flexible evening hours, work on-call as required and 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 evening 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 work referees
- a cover letter
- a current resume

For further information please contact: , [SEWACS Euro Program Manager](#)
0418 113 694

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

Applications Close: Tuesday 25th August 2020