



South East Women & Children's Services Inc.

ABN: 61 672 809 381

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"Working towards the elimination of domestic & family violence in our community"

POSITION DESCRIPTION

ROLE	Domestic and Family Violence Caseworker
PROGRAM	Staying Home Leaving Violence
RESPONSIBLE TO	Program Manager and Regional Manager
STATUS	Fixed term contract until 2025
LOCATION	Bega, NSW
HOURS	32 hrs per week (can be negotiated for the right candidate)
PROBATION PERIOD	6 months
PAY	Level 5.1 SCHADS Award
TERMS & CONDITIONS	Employment conditions as per Social, Community, Home Care and Disability Services Industry Award 2010.

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

We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. Aboriginal and Torres Strait Islander women and women from culturally and linguistically diverse backgrounds are strongly encouraged to apply.

SEWACS considers being a woman a genuine occupational qualification for this position under s.31 of the Anti-Discrimination Act 1977 (NSW).

ABOUT SOUTH EAST WOMEN AND CHILDREN'S SERVICES

South East Women and Children's Services (SEWACS) is a community based organisation providing holistic homelessness, domestic violence, and youth support services across Bega Valley and Eurobodalla Shires. The organisation includes three programs: Staying Home Leaving Violence (SHLV), Youth Accommodation Service and Eurobodalla Domestic and Family Violence Service. SEWACS places a collaborative and trauma-informed approach at the forefront of all casework.

VISION

A community where everyone has a safe place to live and flourish.

MISSION

We walk together with people impacted by homelessness and domestic and family violence. We provide support to improve their skills, well-being and safety using a feminist framework and advocate for social change in the broader community.

VALUES

Dignity - We will treat all of our clients with dignity and respect.

Inclusiveness - We work with everyone with a spirit of openness, acknowledging our common humanity.

Integrity - We will be honest, sincere and committed in everything we do.

Accountable - We will be accountable for all our activities and services to our clients, community and funding bodies.

Collaborative - We will work collaboratively with our clients, funding bodies, partners and each other.

Social Justice - SEWACS is underpinned by the social justice principles of equity, access, participation and rights.

THE POSITION

Due to a recent announcement of additional funding, SEWACS are able to hire an additional caseworker for the SHLV program. The Domestic and Family Violence Caseworker will work with the Program Manager, other staff and Management to provide appropriate and effective services for women and children experiencing domestic and family violence to remain safely in their own home or in a home of their choice.

The caseworker will assist individuals and families to build a strong and sustainable future through active and integrated case management, coordination of services, security measures, safety planning, emotional support, advocacy and referral, and assistance to maintain housing.

BENEFITS OF THE POSITION

To be part of a dynamic feminist 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. Other benefits of the position include:

- NFP salary sacrificing benefits (up to \$15 900 per year)
- Paid study leave and other leave benefits
- Access to external clinical supervision
- Annual leave loading at 17.5%
- Professional development opportunities

RESPONSIBLE TO

The Domestic and Family Violence Caseworker will be responsible to the Program Manager and SEWACS Regional Manager.

DUTIES

- Provide comprehensive case management support to clients including crisis intervention, preparation and implementation of case plans, practical and emotional support and coordination of services
- Conduct risk assessments and safety audits
- Provide information on relevant community resources that may assist clients
- Provide information and referral services to non-government and statutory organisations, community organisations and individuals when requested
- Maintain service databases and ensure accurate up to date and concise information and case notes are recorded for all clients
- Transport adults and children in service vehicles to relevant agencies where appropriate
- Organise and facilitate support groups
- Co-present education and information sessions to community groups and organisations

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
- 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 Service Manager
- Participate in community development projects and structural advocacy activities as required
- Work within a feminist framework and 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 well-being in the workplace
- 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
- Participate in internal and external supervision and annual (or as otherwise directed) worker appraisals
- Attend meetings as requested by the Program Manager and Service Manager
- Work collaboratively and respectfully with all SEWACS staff and Management

SELECTION CRITERIA

NOTE: ALL OF 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, relevant tertiary qualifications or appropriate experience. A minimum qualification of Diploma Community Services Welfare or equivalent with a minimum of 2 years experience working within the domestic violence field.
- Demonstrated effective crisis, early intervention and complex case management using feminist, strengths-based, trauma-informed and holistic approaches.
- Demonstrated knowledge of issues pertaining to domestic and family violence and the effect on women and children.
- Integrated understanding of specific issues for marginalised clients (First Nations people, women from culturally and linguistically diverse (CALD) backgrounds, LGBTQI, women with disabilities and children experiencing domestic or family violence).
- Good interpersonal skills, including the ability to engage clients and show empathy.
- Good oral and written skills including ability to communicate effectively with staff, clients and other service providers.
- An ability to relate compassionately and effectively with children.
- An understanding of family dynamics in relation to domestic and family violence.

- Comprehensive computer skills and be adept at learning new software/databases.

Other Requirements

- Successful 'Working with Children' and Criminal History Police Checks
- Current Drivers Licence (manual)
- Able to attend training as requested.

OTHER APPLICATION REQUIREMENTS

Please provide:

- names and contact details of two recent referees
- a cover letter
- a statement addressing selection criteria
- a current resume

All applications for this position should be marked 'Confidential' and forwarded to:
jenna@sewacs.org.au

Or posted to:

South East Women and Children's Services
P.O. Box 921
Bega NSW 2550

Applications Close: 5pm Monday 13th September 2021

For further information please contact:

Jenna McDonald
0447 150 590 or jenna@sewacs.org.au