



## Position Description

**ROLE:** Case Worker

**PROGRAM:** Eurobodalla Domestic and Family Violence and Homelessness Service

**STATUS:** Permanent Part-time

**HOURS:** 21 hours per week (negotiable)

**LOCATION:** Moruya, NSW

**RESPONSIBLE TO:** SEWACS Budjungal Executive Officer and Program Managers

**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/ma000\\_100/default.htm](http://www.fwa.gov.au/documents/modern_awards/award/ma000_100/default.htm)

Being a woman is a genuine requirement for this position under Section 31.2H of the *Anti-Discrimination Act 1977*.

**ABOUT SEWACS Budjungal:** SEWACS Budjungal is a feminist, community organisation providing innovative, holistic, client-focused homelessness, domestic violence and youth support services across Bega Valley and Eurobodalla Shires. By working toward eliminating homelessness and domestic and family violence, SEWACS Budjungal strives to create a community where all people are treated with respect and can live in a safe and secure environment.

## THE POSITION

The Case Worker position will work with the Program Managers, other staff and senior leadership 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. This is achieved through crisis response accommodation support (refuge accommodation), active and integrated case management, coordination of services, community referrals, advocacy, and rapid rehousing support. The worker will assist individuals and families to build a safe, stable and sustainable future.

## DUTIES

- Assist clients who have complex support needs with practical and emotional support to build a safe, stable future.
- Work in the community providing outreach services to those experiencing domestic and

family violence and/homelessness or at risk of homelessness.

- Work in a busy crisis accommodation service and prioritise the workload.
- Support women and children who have experienced DFV and trauma.
- Provide comprehensive case management and advocacy support to clients including crisis intervention and longer-term wrap around services to stabilise clients.
- Prepare and implement case plans for clients to address their support needs. Case plans require frequent reviews and updates.
- Provide relevant information to non-government and statutory organisations, community organisations and individuals when appropriately 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 participate in network meetings.
- Transport adults and children in service vehicles to relevant agencies where appropriate

## **RESPONSIBILITIES**

- Be actively informed of all SEWACS policies and procedures.
- Maintain strict confidentiality at all times.
- Understand and implement the principles of working as a member of a team.
- Always aim 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. i.e. Child Protection legislation, Interagency Guidelines, and legal responsibilities for reporting children at risk.
- Ensure that the service is provided with 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 Managers and Executive Officer.
- 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 workplace.
- Actively represent the service and lobby for change on issues affecting the safety of women and children.

## **COMMUNICATION**

- Keep accurate written records and statistics of all clients accessing the service.
- Participate in the evaluation and implementation of SEWACS Strategic and Operational Plans.
- Raise any issues which may inhibit the operation of the service.
- Participate in internal and external supervision and annual (or as otherwise directed) appraisals.
- Attend meetings as requested by the Program Managers and Executive Officer.
- Work collaboratively and respectfully with all SEWACS staff and management.

## **SELECTION CRITERIA**

Each point in the selection criteria must be addressed in your application for it to be accepted.

### **Essential skills and experience required**

- A tertiary qualification in Social Sciences or appropriate extensive experience. A minimum qualification of Diploma Community Services Welfare or equivalent.
- Demonstrated knowledge of working with people experiencing homelessness or at risk of homelessness due to domestic and family violence.
- Ability to work in a busy crisis accommodation service and prioritise the workload of various responsibilities and duties.
- Demonstrated knowledge of housing and securing tenancies.
- Strong case management skills and working with complex issues.
- Ability to work safely providing Outreach services.
- Awareness of the specific issues arising for Aboriginal people and people from non-English speaking backgrounds, women with disabilities and children experiencing domestic and family 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 Microsoft 365.

### **Other Requirements**

- Successful 'Working with Children' and National 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:**

- A current resume
- A cover letter addressing all selection criteria
- Details of two references available to be contacted

For further information please contact: Zoe or Angela, Eurobodalla Program Managers on 02 4474 3226. Service information is available from our website at [www.sewacs.org.au](http://www.sewacs.org.au)  
Applications for this position should be emailed in word format or pdf to: [angela@sewacs.org.au](mailto:angela@sewacs.org.au)  
and [zoe@sewacs.org.au](mailto:zoe@sewacs.org.au) with CONFIDENTIAL Caseworker in the subject line.

**Applications Close: 08/11/2024**