



## **Domestic and Family Violence (DFV) Specialist Worker Sydney Women's Domestic Violence Court Advocacy Service**

Dear Applicant,

Thank you for your interest in the Domestic and Family Violence Specialist Worker position with Sydney Women's Domestic Violence Court Advocacy Service (SYDNEY WDVCAS). This package encloses the information you require to apply for the position.

### **Our Organisation**

Justice Support Centre is a not-for-profit community legal centre.

Our legal services include information, advice and legal representation for people in South West Sydney whose access to justice is denied or constrained and include specialised legal services for victim-survivors of DFV.

Our DFV services include court support and advocacy, safety planning, case management and financial counselling.

Both the legal and DFV teams offer tailored training and workshops to community members and community organisations.

We give our clients the guidance, legal advice, support services and strength they need to claim their rights, know their options and choose their next steps.

### **DFV Specialist Worker role**

We are seeking experienced Domestic and Family Violence workers to join our Sydney Women's Domestic Violence Court Advocacy Service team. You will be part of delivering a best practice, specialist, trauma-informed model of service delivery to women affected by domestic and family violence (DFV) and ensuring an integrated response to women assessed as at serious threat of harm.

DFV Specialist Workers work closely with their colleagues to provide an effective and streamlined service that assists women experiencing DFV with threat assessment and safety planning, case coordination, case management, information, hearing support and court advocacy. Successful applicants will have strong interpersonal and organisational skills and understanding of the criminal justice response to domestic and family violence including AVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues. Experience providing DFV case management and/or support at hearings will be highly regarded.

Applicants must have a commitment to empowering women and children affected by DFV, an understanding or willingness to learn the principles of a trauma-informed approach to service delivery, have demonstrated ability to engage effectively with clients from culturally and linguistically diverse backgrounds and have demonstrated ability to engage effectively with clients in crisis. Proficiency in a language other than English is desirable.

These positions are open to female applicants only. Justice Support Centre considers being a woman to be a genuine occupational qualification for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW). Aboriginal and Torres Strait Islander women are strongly encouraged to apply.

Applicants from Aboriginal or Torres Strait Islander backgrounds are strongly encouraged to apply.

The preferred applicant will be required to undergo a Working with Children Check and a National Criminal Records Check.

Please see the **position description** and the **essential and desirable criteria** further down in this document.

## HOW TO APPLY

1. Read the Position Description and Essential and Desirable Criteria below.
2. Your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria.

The covering letter needs to state:

- The position you are applying
- Your current contact details; and

Your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles; and
- your education history.

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria.
- Applications that do not address **ALL the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please apply online and be sure to attach your cover letter addressing the selection criteria along with your resume.

**CLOSING DATE:** Applications are open and will be reviewed progressively

**CONTACT PERSON:** Enquiries about the role should be emailed to Janice Waring, Manager SYD WDV CAS Justice Support Centre  
[janice@justicesupportcentre.org.au](mailto:janice@justicesupportcentre.org.au)

## POSITION DESCRIPTION

<b>Position:</b>	Domestic and Family Violence Specialist Worker
<b>Status:</b>	2 - 12-month fixed term contract (35 hpw)
<b>Accountable:</b>	Manager, Sydney WDV CAS
<b>Classification:</b>	SCHCADS Level 5
<b>Location:</b>	Downing Centre office, Newtown and Waverley courts

The Domestic and Family Violence Specialist Worker assists the Manager in the overall administration and coordination of the Sydney WDV CAS responsibilities. The Domestic and Family Violence Specialist Worker works in partnership with the Safety Action Meeting Co-ordinator and other WDV CAS workers to provide clients with an effective, streamlined service.

### Principle Duties

The work includes, but is not limited to, the following duties:

- Accepting electronic referrals from the Central Referral Point as well as telephone and paper referrals from government agencies and non-government services;
- Contacting clients referred to the Local Coordination Point in a timely and appropriate manner to offer a service;
- Conducting a threat assessment with clients to ascertain current risk status;
- Undertaking safety planning with clients to address their immediate safety needs;
- Liaising with the Safety Action Meeting Co-ordinator regarding clients at serious threat to ensure these clients are placed on the agenda for the next Safety Action Meeting;
- Providing relevant and appropriate information in making warm referrals to a range of service providers to assist clients with their ongoing needs;
- Liaising with clients in relation to safety action plans developed at Safety Action Meetings and / or appropriate support provided, or arranged, by the Local Coordination Point;
- Attending court on AVO list days and other days as required, in particular; mentions, hearings, prosecutor hearing clinics etc to provide information, assistance, referrals and court advocacy for Sydney WDV CAS clients, as directed by the Manager or the Assistant Manager in liaison with the SAM Coordinator;
- Ensuring women have access to appropriate legal representation for Apprehended Domestic Violence Orders (ADVO) matters as required i.e. private ADVO applications;
- Ensuring the safety of Sydney WDV CAS clients at court by advocating on their behalf with court staff and Sherriff Officers to assist them into and out of court. Obtaining copies of orders and other notices from the court staff on behalf of Sydney WDV CAS clients, as required;
- Assisting the Safety Action Meeting Coordinator to develop and administer policies, systems and processes for the effective operation of the Local Coordination Point and the Safety Action Meeting;
- Developing and maintaining strong working relationships with key WDV CAS partners including NSW Police Force, Local Courts, legal representatives and referral agencies, in order to facilitate client access to those agencies and services;
- Complying with the Safety Action Meeting Practice Manual and the Domestic and Family Violence Information Sharing Protocol as well as the WDV CAP policy manual;
- Fulfilling data entry and reporting requirements for the WDV CAP Database and the Central Referral Point in line with the WDV CAS Service Agreement and the WDV CAP Principles, Policies and Standards as needed; and

- Complete all necessary training as outlined in the WDV CAS service agreement and the WDV CAS Policy and procedure manual.

### **Hearing Specific Duties**

- Contact clients in a timely manner, assessing risk and undertaking safety planning in relation to clients' attendance at court for hearing.
- Explaining the court processes and accompanying clients to court for the hearing.
- Liaising with Police and court staff to ensure clients have access to remote witness facilities/AVL, safe rooms, qualified interpreters and other supports as needed.
- Where the accused is self-represented, and a Court Appointed Questioner is being appointed, supporting the client during this process.
- Supporting the client to make her arrangements to travel to court and supporting her to make arrangements for childcare; and
- Assisting with the organisation of Police Prosecutor Clinics each month and attending as requested by the Manager.

### **General Duties**

- Adhere to all Justice Support Centre policies, procedures, principles and service standards.
- Be familiar and comply with all administrative, WHS and Human Resources procedures and processes relevant to your position.
- Undertake training and professional development to develop and maintain skills and qualifications necessary to effectively fulfil your position and as directed.
- Adhere to and work within codes of practice relevant to your role, position in the community and community sector.
- Maintain client and organisational privacy and confidentiality.
- Attend and contribute to regular team/staff meetings and planning activities as required.
- Actively and constructively participate in performance reviews.
- Promote Justice Support Centre in a positive manner at all times.
- Encourage and maintain an atmosphere of harmony in the workplace by promoting and observing ethical practices, professionalism and teamwork.
- Work collaboratively with other team members by sharing skills, resources, projects and ideas.
- Participate in staff development opportunities.
- Maintain a working familiarity with office equipment required within the position; and
- Other duties as requested by the Manager that are within the scope of this position.

## **ESSENTIAL AND DESIRABLE CRITERIA**

### **Essential Criteria**

- Demonstrated understanding of the dynamics, complexities and legal and social welfare consequences of domestic violence.
- Demonstrated understanding of the criminal justice response to domestic violence including Apprehended Domestic Violence Order (ADVO) applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues.
- Demonstrated ability to establish and maintain professional working relationships with key stakeholders in the local area.

- Demonstrated understanding of the particular needs of and challenges faced by clients from diverse communities, especially Aboriginal and Torres Strait Islander clients and clients from linguistically and culturally diverse backgrounds.
- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support.
- Ability to deliver services in accordance with policies, principles and other operational documents.
- Sound organisational, administrative and management skills.
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution.
- Ability to work effectively with interpreter services and other support services for victims with specific needs; and
- Basic IT skills.

**Desirable Criteria**

- Proficiency in a language other than English

**Accountability**

Ultimately to the WDV CAS Manager and as directed, also accountable to the Assistant Managers.