

**Domestic and Family Violence (DFV) Specialist Worker
Aboriginal Torres Strait Islander Focus
Sydney Womens' Domestic Violence Court Advocacy Service
(Sydney, Inner West and Waverley LGAs and courts)**

Are you ready to embark on a fulfilling journey where you can play a pivotal role in transforming lives and breaking the cycle of domestic and family violence? Do you possess the compassion, capabilities, and commitment to empower women and help break the cycle of abuse and support survivors to safety and healing? If so, we want you to be part of our remarkable team!

Position: Domestic and Family Violence (DFV) Specialist Worker Aboriginal Torres Strait Islander Focus – 12 month contract, full-time (35) hours per week

Location: Downing Centre (Sydney city) and surrounds (Sydney, Inner West and Waverley LGAs and courts)

Why Join us?:

- **Professional Growth:** Contribute to building something extraordinary and grow along with us with regular professional supervision
- **Balance and Well-being:** We prioritize your work-life harmony, ensuring a supportive and flexible work environment with a 35 hour week and flexible hours
- **More holidays:** We have 5 weeks holiday plus additional leave at Christmas
- **Great salary:** Starting package full time \$97,000.00 + super (neg. dependent on experience)

About Justice Support Centre

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, including 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 the 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.

About the role

The Domestic and Family Violence (DFV) Specialist Worker Aboriginal Torres Strait Islander Focus assists the Manager in service delivery. The DFV Specialist Worker Aboriginal Torres Strait Islander Focus provides high level expert advice regarding how

to ensure the Sydney WDV CAS is relevant, accessible and responsive to Aboriginal and Torres Strait Islander women and their children.

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.

This position is 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).

Aboriginality is a genuine occupational qualification. An Aboriginal person is defined under section 4 (1) of the Aboriginal Land Rights Act 1983 (NSW) as a person who:

- is a member of the Aboriginal race of Australia, and
- identifies as an Aboriginal person, and
- is accepted by the Aboriginal community as an Aboriginal person.

This position is open to applicants from the Aboriginal community and Justice Support Centre should be satisfied in relation to all three elements of this definition.

Closing Date: **Applications are open and will be reviewed progressively**

Contact Person: **Enquiries** about the roles should be emailed to Janice Waring, Manager SYD WDV CAS, janice.waring@jsc.org.au

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

How to apply for this position:

1. Visit our website <https://justicesupportcentre.org.au/about-us/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Apply online [using this link](#) with your cover letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



**Domestic and Family Violence (DFV) Specialist Worker
Aboriginal Torres Strait Islander Focus
Sydney Women's Domestic Violence Court Advocacy Service**

Dear Applicant,

Thank you for your interest in the Domestic and Family Violence Specialist Worker Aboriginal Torres Strait Islander Focus position with Sydney Women's Domestic Violence Court Advocacy Service (SYDNEY WDV CAS). 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.

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DFV Specialist Worker role

We are seeking an experienced Domestic and Family Violence worker 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.

This position is 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.

Aboriginality is a genuine occupational qualification. An Aboriginal person is defined under section 4 (1) of the Aboriginal Land Rights Act 1983 (NSW) as a person who:

- is a member of the Aboriginal race of Australia, and
- identifies as an Aboriginal person, and
- is accepted by the Aboriginal community as an Aboriginal person.

This position is open to applicants from the Aboriginal community and Justice Support Centre should be satisfied in relation to all three elements of this definition.

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. Visit our website <https://justicesupportcentre.org.au/about-us/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Apply online [using this link](#) with your cover letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**

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.waring@jsc.org.au

Position Description

Position: Domestic and Family Violence (DFV) Specialist Worker Aboriginal Torres Strait Islander Focus, Sydney WDV CAS
Reports to: Manager, Sydney WDV CAS
Location: Downing Centre office, Newtown and Waverley courts
Last updated: August 2024

Summary of Duties

The Domestic and Family Violence (DFV) Specialist worker (Aboriginal Torres Strait Islander Focus) assists the Manager in service delivery. The DFV Specialist Worker (Aboriginal Torres Strait Islander Focus) provides high level expert advice regarding how to ensure the Sydney WDV CAS is relevant, accessible and responsive to Aboriginal and Torres Strait Islander women and their children.

Responsibilities of this role

The work of the DFV Specialist Worker (Aboriginal Torres Strait Islander Focus) includes, but is not limited to, the following duties:

- accepting electronic referrals from the Central Referral Point (CRP) and non-electronic referrals direct from government agencies and non-government services
- contacting clients referred to the Sydney WDV CAS in a timely manner, conducting a threat assessment to ascertain their current risk status and undertaking safety planning to address immediate safety needs
- liaising with the Safety Action Meeting (SAM) Coordinator to ensure that clients that are identified and assessed "at serious threat" are placed on the agenda of the next SAM when necessary
- providing relevant information and 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 SAMs and/or support provided, or arranged, by the Sydney WDV CAS
- attending court on AVO list days and other days as required and where time allows, in particular mentions, hearings, prosecutor hearing clinics etc to provide information, assistance, referrals and court advocacy for Sydney WDV CAS clients, and in particular Aboriginal and Torres Strait Islander women and children as directed by the Sydney WDV CAS Manager/Assistant Manager
- ensuring the safety of Sydney WDV CAS clients at court by advocating on their behalf with court staff and Sheriff 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
- developing and maintaining strong working relationships with key WDV CAS partners including the NSW Police Force, local courts, legal representatives and referral agencies, to facilitate client access to those agencies and services
- ensuring women have access to appropriate legal representation for Apprehended Domestic Violence Order (ADVO) matters as required i.e. private ADVO applications, and in particular Aboriginal and Torres Strait Islander women and children
- assisting the SAM Coordinator to develop and administer policies, systems and processes for the effective operation of the Sydney WDV CAS SAMs
- providing high level advice to the Sydney WDV CAS Manager to develop and implement strategies aimed at making Sydney WDV CAS services relevant, accessible and responsive to the needs of Aboriginal and Torres Strait Islander

women and children

- in liaison with the Sydney WDV CAS Manager, developing solid working relationships and referral networks with local services that respond to the particular needs of Aboriginal and Torres Strait Islander women and children, for example attending Aboriginal Health services, Aboriginal community justice groups and/or NSW police force Aboriginal consultative committee meetings
- in liaison with the Sydney WDV CAS Manager, developing links with local Aboriginal communities to promote the services of the Sydney WDV CAS and encourage women to use the services of the WDV CAS, for example by facilitating women's groups
- participating in NAIDOC week, Sorry Day, Reconciliation Celebrations, Survival Day (Australia Day) and other local Aboriginal community activities and initiatives which help promote the services of Sydney WDV CAS, subject to workload and resources of the Sydney WDV CAS, as directed by the Manager
- you are encouraged to, and may choose to participate in our Reconciliation Action Plan working group
- providing feedback and advice to the Sydney WDV CAS Manager about local issues affecting Aboriginal and Torres Strait Islander clients and access to Sydney WDV CAS services and legal processes
- adhering to Justice Support Centre & WDV CAP principles, policies and standards in undertaking the work, in particular those relating to client confidentiality and privacy, referrals to and from the Sydney WDV CAS, client and worker safety, staff professionalism, child protection notifications and follow-up assistance
- complying with the SAM manual and the Domestic Violence Information Sharing Protocol
- fulfilling reporting requirements for the WDV CAP database and the CRP in line with the WDV CAP Service Agreement, the WDV CAP Policy and Procedure manual and SAM manual
- collecting data for the WDV CAP database and any other information, as directed by the Sydney WDV CAS Manager/Assistant Manager
- undertaking all necessary training as outlined in the WDV CAS service agreement and the WDV CAP Policy and procedure manual
- other duties consistent with the role that may from time to time be required as directed by the Sydney WDV CAS Manager.

General

- undertaking your own word-processing as well as clerical and administrative duties for your role
- attending and actively participating in team and staff meetings
- contributing to the policy development, planning and organisational processes of Sydney WDV CAS
- cooperating with other members of staff in the provision of effective services in accordance with the Sydney WDV CAS's aims and objectives
- actively participating in and contributing to the promotional activities of Sydney WDV CAS
- adhering to and working within codes of practice relevant to your role and position in the community and community sector
- undertaking training to develop and maintain skills and qualifications necessary to effectively fulfil your position
- maintaining an up to date working knowledge of the law and practice and procedure relevant to the 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
- 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.