

Domestic & Family Violence Support Worker

Position description

Your duties and responsibilities will include the duties and responsibilities set out in this Schedule and such other duties and responsibilities as requested by MLC.

Position title	Domestic & Family Violence Support Worker
Level	Band 4 Pay Point 1
Reports to	Managing Principal Solicitor
Staff Management	Volunteer intake officer or volunteer
Type/Hours	Part-time employee, expected 35 hours per week.
Role overview	<p>Marrickville Legal Centre offers free legal advice and assistance to the community of the inner-west, south-west, southern suburbs of Sydney, and beyond. There are 1.5 million people living in our key catchment: that's 30 percent of Sydney's total population.</p> <p>A significant proportion of people who seek assistance at Marrickville Legal Centre (MLC) have been affected by family and domestic violence. The role of the Domestic Violence Support Worker is to provide short-term case management, including information and referral, to clients of MLC affected by family and domestic violence and occasionally clients affected by other significant non-legal issues such as mental health, substance abuse and homelessness.</p> <p>The role of the Domestic Violence Support Worker also involves raising awareness of family and domestic violence (including options for assistance) in the community, through community legal education with community organisations and groups in the MLC catchment area.</p> <p>The Position will be based primarily at the Marrickville Legal Centre's office. This position may also involve regular travel to outreach locations across metropolitan Sydney and out-of-hours work to assist in delivering community legal education and weekend work to participate in community activities and events (occasionally).</p>
Essential skills	<ul style="list-style-type: none"> • 1 – 3 years' experience as a social worker or domestic violence support worker • Sound understanding of domestic and family violence and the intersection between domestic and family violence and legal issues. • Sound judgment and outstanding analytical and contractual skills. • Strong commercial acumen and pragmatic approach to all work • Proactive and independent attitude and result oriented approach. • Flexible, adaptable, able to challenge the status quo, and the ability to work as a team to deliver the best possible outcome for the community.
About Marrickville Legal Centres Goals	<p>Marrickville Legal Centre's vision is to promote social justice through the provision of free and accessible legal and related services to people who experience social and economic disadvantage. Each and every team member has a role to contribute to our strategic pillars:</p> <ul style="list-style-type: none"> • For all people: We're proud to stand alongside individuals who are disadvantaged by our justice system, helping them toward better & fairer outcomes. • For progress: We work with community partners to make sure the voices of disadvantaged people are heard in the processes that lead to policy reform.

- **For working together:** We are proud to bring people together to promote justice and protect human rights.
- **For lasting change:** We aim to resolve any immediate legal issues, and to link our clients to resources and services that will support them towards positive and lasting change in their lives, and in our community.

Roles and Responsibilities

Area	Key activities	Measures
Case work responsibilities	<ul style="list-style-type: none"> • To provide Discrete Non-Legal Support and Ongoing Non-Legal Support services to clients of MLC who require support around family and domestic violence-related issues, and occasionally other such support including, but not limited to, mental health, substance abuse and homelessness. • Conduct Comprehensive Needs Assessments for each client seeking assistance from the Domestic & Family Violence Service to identify needs, risks and referrals that may be required to be considered. • To provide community legal education (CLE) to community organisations and groups within the MLC catchment area on issues relating to family and domestic violence. • Provide clients of MLC who are affected by family and domestic violence (and occasionally other issues) with short-term case management including information and referral to appropriate services. • Advocate on behalf of all clients impacted by family and domestic violence (and occasionally other issues) including young people under the age of twenty-five, Aboriginal clients, clients from culturally and linguistically diverse backgrounds, clients with a disability or mental health issue and clients in same sex relationships. • Maintain and update the contact list of relevant organisations for referral purposes. • Source and maintain resources for clients. • The Domestic Violence Support Worker will prepare reports to the MLC Board and funding bodies, as required. 	Per month measures: Discrete Non-Legal Support Ongoing Non-Legal Support Provide warm referrals to counselling and appropriate medical/legal services Facilitate referrals from WDVCAS
Customer, stakeholder and advocacy responsibilities	<ul style="list-style-type: none"> • To support MLC lawyers and tenants' advocates, when required. • Conduct community legal education (CLE) with community organisations and groups in the MLC catchment area about issues relating to family and 	Per month measures: Provide DFV awareness/prevention

	<p>domestic violence, including the justice response to family and domestic violence.</p> <ul style="list-style-type: none"> • Liaise and work with relevant networks and community organisations to enhance service provision to clients (including children and young people) who are or have been affected by domestic violence. • Maintain and update the contact list of relevant organisations for referral purposes. • Source and maintain resources for clients. 	<p>information services</p> <p>CLE Resources</p> <p>CLE Activities</p> <p>Stakeholder Engagement</p>
Organisational responsibilities	<ul style="list-style-type: none"> • Ensure that the CLC Risk Management Guide requirements for all aspects of legal advice and casework are adhered to. • Ensure file records and statistical data on client contacts are accurately recorded. • Privacy / data protection: ensuring compliance with law and internal policies with regard to client and case information. • Regulatory: ensuring your appropriate licences are obtained and maintained. 	<p>Records up to date and compliant.</p>
Occupational, Health & Safety	<ul style="list-style-type: none"> • Comply with the OH&S Policy and applicable regulatory and organisational OH&S rules and requirements. • Participate in OH&S training programs and take personal responsibility for own safety. 	<p>Work in compliance with OH&S framework and policies.</p>

Skills set (Advanced, Proficient, and Novice):

Legal practice area	NA	Adaptability to change	Proficient
Social work	Advanced	Independent and self-starter	Proficient
Case management	Proficient	Ethics	Advanced
Results oriented	Proficient	Teamwork	Advanced
Client communications	Advanced	Communication	Advanced
Management capability	Novice	Interpersonal skills	Advanced