



**Domestic and Family Violence Specialist Worker  
Aboriginal and Torres Strait Islander focus  
Sydney, Women's Domestic Violence Court Advocacy Service**

- Permanent, full-time position
- Sydney inner west and eastern suburbs – office in Sydney
- Community Legal Centre incorporating domestic and family violence services
- Annual salary: SCHCADS L5 starting at \$88,761.40
- Flexible work conditions, salary packaging to increase take home pay, 5 weeks' annual leave plus leave loading, additional leave at Christmas

We are seeking a domestic and family violence (DFV) worker for our Sydney Women's Domestic Violence Court Advocacy Service (Sydney WDV CAS) team.

**About South West Sydney Legal Centre**

South West Sydney Legal Centre (SWSLC) 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.

Our Reconciliation Action Plan working group is a committed staff team – one of its goals is enabling the Centre to strengthen relationships with Aboriginal and Torres Strait Islander people in our local communities.

**About the role**

The DFV specialist worker (ATSI focus) assists the Manager in service delivery. She also 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, demonstrated ability to engage effectively with Aboriginal and Torres Strait Islander clients, and demonstrated ability to engage effectively with clients in crisis. Full details of responsibilities and the essential criteria for application, are outlined in the position description.

**Closing Date:** Suitable applicants will be interviewed progressively. We know your time is valuable so please check with [alison@swwslc.org.au](mailto:alison@swwslc.org.au) before applying, to ensure the position has not been filled.

**Contact Person:** Enquiries about the role should be emailed to:  
Janice Waring, Manager Sydney WDVCS [janice@swwslc.org.au](mailto:janice@swwslc.org.au)

*This position is open to female Aboriginal or Torres Strait Islander applicants only. SWSLC considers these requirements to be genuine occupational qualifications for this position under s. 31 of the Anti-Discrimination Act 1977 (NSW).*

The preferred applicant 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://swwslc.org.au/contact/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Send your covering letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria to [alison@swwslc.org.au](mailto:alison@swwslc.org.au)
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



**SOUTH WEST SYDNEY LEGAL CENTRE INCORPORATED**

ABN: 91991317875

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**Domestic and Family Violence Specialist Worker  
Aboriginal and Torres Strait Islander focus**

**SYDNEY WOMEN'S DOMESTIC VIOLENCE COURT ADVOCACY SERVICE  
(SYDNEY WDV CAS)**

Dear Applicant,

Thank you for your interest in the Domestic and Family Violence Specialist Worker (Aboriginal and Torres Strait Islander focus) position. This package encloses the information you require to apply for the position.

**Our Organisation**

South West Sydney Legal Centre (SWSLC) 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 domestic and family violence (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.

Our Reconciliation Action Plan working group is a committed staff team – one of its goals is enabling the Centre to strengthen relationships with Aboriginal and Torres Strait Islander people in our local communities.

**Domestic and Family Violence Specialist Worker (ATSI focus) role**

We provide two Women's Domestic Violence Court Advocacy Services: the South West Sydney WDV CAS and the Sydney WDV CAS.

We are seeking a DFV Specialist Worker (ATSI focus) for the Sydney WDV CAS to join our dynamic and friendly team; you will work collaboratively with all team members to provide WDV CAS support to clients.

Applicants must have a commitment to empowering women and children affected by DFV, demonstrated ability to engage effectively with Aboriginal and Torres Strait Islander clients, and demonstrated ability to engage effectively with clients in crisis

This position is open to female Aboriginal or Torres Strait Islander applicants only. SWSLC considers these requirements to be genuine occupational qualifications for this position under s.31 of the Anti-Discrimination Act 1977 (NSW).

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 for;
- 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 of 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 send written applications to [alison@swslc.org.au](mailto:alison@swslc.org.au)

**CLOSING DATE:** Suitable applicants will be interviewed progressively. We know your time is valuable so please check with [alison@swslc.org.au](mailto:alison@swslc.org.au) before applying, to ensure the position has not been filled.

**CONTACT PERSON:** Enquiries related to the role should be emailed to:

**SYDNEY WDV CAS Manager** – Janice Waring [janice@swslc.org.au](mailto:janice@swslc.org.au)

Yours sincerely,

Janice Waring  
Manager Sydney WDV CAS

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Fax: (02) 9600 6244

E-mail: [info@swslc.org.au](mailto:info@swslc.org.au)  
Website: [www.swslc.org.au](http://www.swslc.org.au)



## ESSENTIAL AND DESIRABLE CRITERIA

### Essential Criteria

- Understanding of domestic and family violence, its complexities and consequences, particularly as they affect Aboriginal women, and children and sensitivity to their needs;
- Knowledge and understanding of the criminal justice response to domestic and family violence including ADVO applications and criminal prosecutions and related legal matters such as family law, care and protection, migration and victim's compensation issues;
- Knowledge and understanding of Legal Aid NSW policies in relation to grants of legal aid for people in domestic and family violence matters;
- Knowledge, understanding and ability to engage with local Aboriginal communities;
- Ability to develop positive working relationships with local Aboriginal communities;
- Ability to deliver services in accordance with the Sydney WDV CAS Service Agreement, WDV CAP Principles;
- Excellent communication skills, particularly in negotiation, advocacy and conflict resolution, excellent networking skills;
- Knowledge of and an ability to work effectively with an interpreter service;
- Excellent organisational and administrative skills;
- Good computer literacy - ability to use word processing software including Outlook, Word, Excel and databases;
- Current driver's license, comprehensively insured vehicle and capacity to use your own vehicle for work purposes; and
- You must be an Aboriginal or Torres Strait Islander woman to apply for this position.

### Desirable Criteria

- Direct experience working in the legal system and courts; and
- Local knowledge of the Sydney city area and its community services' network, in particular, the service network for Aboriginal and Torres Strait Islander women and their children.

## POSITION DESCRIPTION

**Position:** Domestic and Family Violence (DFV) Specialist worker (ATSI Focus)  
**Accountable:** Manager, Sydney WDV CAS  
**Location:** Downing Centre office, Newtown and Waverley courts

### Summary of Duties

The Domestic and Family Violence (DFV) Specialist worker (ATSI Focus) assists the Manager in service delivery. The DFV Specialist Worker (ATSI 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 (ATSI 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 SWSLC & 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; and
- 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;

- Maintaining a working familiarity with office equipment required within the position; and
- Attending and participating actively in management, staff appraisals and Sydney WDVCS and SWSLC planning activities, including planning days as required.

**Accountability and Administration**

- Ultimately accountable to the Sydney WDVCS Manager for all matters;
- Accountable to the Sydney WDVCS Assistant Managers for day to day work activities;
- Collect and record data in accordance with Sydney WDVCS policies and procedures;
- Contribute to the production of reports as directed by the Sydney WDVCS Manager or Assistant Managers; and
- Accept direction from the Sydney WDVCS Manager for all matters and Assistant Managers for day to day work activities.

**Common team functions and responsibilities**

- Working collaboratively with other team members by sharing skills, resources, projects and ideas;
- Respecting and working within the codes of behaviour, policies and procedures of the Sydney WDVCS and Service Provider;
- Encouraging and maintaining an atmosphere of harmony in the workplace by promoting and observing ethical practices and professionalism; and
- Supporting the broader WDVCS functions from time to time as required.