



Social Support Worker Family Advocacy and Support Services (FASS)

- Permanent, full time (35hpw)
- Sydney city base
- Community Legal Centre incorporating domestic and family violence services
- Salary range: SCHCADS L5 \$88,758 to \$92,776
- Flexible work conditions, salary packaging to increase take home pay, 5 weeks' annual leave (pro rata) plus leave loading, additional leave at Christmas

We are seeking a Social Support worker to join our Family Advocacy and Support Service (FASS), which forms part of the Sydney WDVCS team. The FASS comprises a partnership between Legal Aid NSW duty lawyers and Family Violence Social Support Workers.

It is anticipated that most clients of the service will be women who have experienced family violence. The service will also assist women who may have allegations of family violence made against them in their family violence matter.

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.

About the role

The Social Support Worker will provide trauma-informed and high quality social support to women affected by family violence and conduct risk assessment and safety planning for victims of family violence. The Social Support Worker will also work closely with the Court in implementing the Court's safety plan for the client in relation to each Court event, as needed.

The Social Support Worker will not provide legal advice or assistance.

The Social Support Worker will be provided with practice support and mentoring by the FASS Project Officer from the Women's Domestic Violence Court Advocacy Program

(WDVCAP) Unit at Legal Aid NSW.

The role reports to the Sydney WDV CAS Manager.

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. SWSLC 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.

Closing Date: Suitable applicants will be interviewed progressively. We know your time is valuable so please check with 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 WDV CAS janice@swwslc.org.au

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
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

**SOCIAL SUPPORT WORKER
FAMILY ADVOCACY AND SUPPORT SERVICE (FASS)
SYDNEY WDV CAS**

Dear Applicant,

Thank you for your interest in the Social Support Worker position with the Family Advocacy and Support Service (FASS). This package encloses the information you require to apply for the position.

Our Organisation

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Social Support Worker

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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@swwslc.org.au.

CLOSING DATE: Suitable applicants will be interviewed progressively. We know your time is valuable so please check with 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

Yours sincerely,

Janice Waring
Manager, Sydney WDVCS

P.O Box 1042
Liverpool NSW BC 1871
Ph: (02) 9601 7777
Fax: (02) 9600 6244

Level 1/98-100 Moore Street
Liverpool NSW 2170
E-mail: info@swwslc.org.au
Website: www.swwslc.org



POSITION DESCRIPTION

Position:	Social Support Worker
Status:	Permanent, full-time
Accountable:	Manager, Sydney WDVCAS
Classification:	SCHCADS Level 5
Location:	Sydney Family Court

The Social Support Worker will provide trauma-informed and high quality social support to women affected by family violence.

The Social Support Worker will conduct risk assessment and safety planning for victims of family violence. The Social Support Worker will also work closely with the Court in implementing the Court's safety plan for the client in relation to each Court event, as needed.

The Social Support Worker will not provide legal advice or assistance.

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The role reports to the Sydney WDVCAS Manager.

Responsibilities of this role

The work of the FASS Social Support Worker includes, but is not limited to, the following:

- Accepting referrals from the Legal Aid NSW Domestic Violence Unit and Early Intervention Unit, judicial officers, solicitors and from government agencies and non-government services;
- Contacting clients referred to the FASS in a timely manner, conducting a threat assessment to ascertain their current risk, and checking the status of their court matter;
- Triaging clients to determine their most urgent needs;
- Providing ongoing emotional support to clients going through, or potentially going through, the family court system within a trauma-informed practice as needed;
- Undertaking safety planning to address a client's immediate safety needs, both in and outside of the Court;
- Providing relevant information and making warm referrals to a range of service providers to assist clients with their ongoing needs;
- Attending court on duty list, interim and final hearing days and other days as required to provide information, assistance and court support for FASS clients as requested by the client or the Court;
- Attend other Court matters to observe for key terms and behaviours that might include domestic and family violence, to ensure that those involved in the matter are aware of support services;
- Developing and maintaining strong working relationships with key FASS partners, including the Domestic Violence Unit and Early Intervention Unit, all Federal and Family Court of Australia judicial officers and staff, legal representatives, court security, FASS Men's Social Support Workers, and referral agencies, to facilitate

client access to those agencies and services;

- Where possible, accept any invitation by the Court to assist with procedural matters, such as support for clients receiving Family Reports or participating in Child Impact Interviews and Reports;
- Collaborating with WDV CAS colleagues to provide integrated support to shared clients;
- Complying with the Domestic Violence Information Sharing Protocol;
- Maintaining confidential and accurate records;
- Fulfilling reporting requirements in line with the FASS Service Agreement and the FASS Policy Manual; and
- Assisting the Legal Aid NSW FASS Project Officer to develop and administer policies, systems and processes for the effective operation of the FASS.

Essential knowledge and skills

- Understanding of domestic and family violence, its complexities and consequences;
- Understanding of the intersections between domestic and family violence and the family law system;
- Ability to work autonomously with limited supervision;
- Experience in maintaining boundaries with vulnerable clients in complex situations;
- Excellent communication skills, particularly in advocacy and conflict resolution;
- Demonstrated ability to engage effectively with clients in crisis and provide appropriate, trauma-informed support;
- Excellent organisational and administrative skills; and
- Current clearance in relation to Working with Children and relevant NSW Police Force checks.