

Position Description

Position Title	Social Worker
Position Status	Full-time or part-time (minimum 0.8 FTE) / 3-year Maximum Term
MEA Classification	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 5
Position Reports to	Team Leader – Social Work
Position Supervises	Nil
Date Reviewed	February 2025

About Women’s Legal Service Victoria

Women’s Legal Service Victoria (Women’s Legal) is a specialised and state-wide organisation that has been providing legal services and support to women since 1982. Informed by our feminist practice, we improve the legal system for victim-survivors of family and sexual violence through our integrated legal service, capacity building, advocacy and law reform. Our vision is for women and non-binary people to live free from violence and discrimination in a gender equitable society.

Women’s Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women’s participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

About our Integrated Programs Team

Our social workers and financial counsellors are integral to supporting the safety of our clients, especially as we are often the first service contacted by a victim-survivor of family violence. This includes women who need help to leave violent relationships. Our Integrated Programs Team has shown that simultaneously and holistically addressing non-legal need, results in improved and more sustainable legal outcomes for women.

Position Overview

Our social workers collaborate with our lawyers and financial counsellors in an integrated model to assist women who are experiencing family violence and housing instability. Our social workers support women and their children in responding to legal and non-legal

barriers on their pathway to recovery, with a focus on safety and risk management, and accessing local services and resources.

The funding for this position is new and has a focus on Victorians experiencing financial hardships where rental or mortgage stress is a contributing factor. This role will contribute to the organisation's strategic advocacy priorities and outcomes and intersectional feminist framework that recognises the multiple barriers women face accessing safe and secure housing.

Key Responsibilities

1. Direct Service Provision

Provide direct services for Women's Legal clients, including:

- Family Violence risk assessment and risk management using MARAM framework;
- Safety planning, and strategic case planning with lawyers;
- Case management to achieve the best possible outcomes;
- Advocacy and referrals for access to relevant services;
- Outreach support at court, with police, and other locations as appropriate; and
- Collaboration and co-case management with other professionals.

2. Organisation

- Work cooperatively with all colleagues to advance Women's Legal and strengthen its integrated service delivery model;
- Share knowledge and upskill colleagues in areas of professional experience/expertise;
- Develop and strengthen external relationships and networks; and
- Participate effectively in organisational strategic planning initiatives and projects.

3. General

- Assist with the accurate data entry and collection, preparation of reports and other accountability documentation as required;
- Contribute to a healthy culture where work practices, decision making, and behaviour reflect Women's Legal's intersectional feminist philosophy and values; and

- Perform other duties as directed and necessary for the proper performance of the role.

Key Selection Criteria

4. Skills, Knowledge, and Behaviour

- Knowledge of family violence dynamics, risk assessment frameworks, legal processes, and community resources;
- Commitment to, and understanding of, intersectional feminist practice and related theoretical frameworks, for example attachment theory;
- Enthusiasm for collaboration in working relationships with other staff and external stakeholders;
- A deep understanding of the trauma victim-survivors experience and the capacity to work with complex client presentations in a non-judgemental manner;
- Excellent interpersonal communication skills, with the demonstrated ability to communicate effectively with a diverse range of staff, clients, external stakeholders and organisations; and
- Ability to identify systemic barriers, and interest in working towards systemic change in legislation, policy and practice.

5. Qualifications and Experience

The following qualifications and experience are required for the position:

- Experience (three years minimum) in working with a diverse range of women who have experienced family violence including provision of risk and needs assessment, safety planning, crisis support, case management, advocacy, and referrals;
- Experience in working with culturally and linguistically diverse clients, and a commitment to culturally safe practice;
- Bachelor of Social Work (with eligibility for membership to AASW), or equivalent qualifications [Mandatory Minimum Qualifications -Recommendation 209 v1.1.pdf](#);
- Minimum 3 years' experience working with women who have experienced family violence including demonstrated experience of working with women at high-risk; and
- MARAM Brief and Intermediate.

Desirable

- Experience in working within multi-disciplinary teams and/or integrated service models;
- Lived experience of the areas of law that Women's Legal practices; and
- MARAM Comprehensive Risk Assessment and Management

Values and Behaviours

Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values. Together, we are:

Authentic: We are reliable, trustworthy, and transparent about how we work. We reflect on our work and take responsibility for our actions.

Collaborative: We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.

Courageous: We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.

Inclusive: We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.

Purposeful: Our services respond to the community, laws, and people we work with. We value curiosity and relish opportunities to improve our work.

Workplace Health and Safety Obligations

All staff have a responsibility to always display and promote safe actions in the workplace including:

- Participating in the development of a safe and healthy workplace.
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Cooperating with management in its fulfilment of its legislative obligations. Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.

- Not place others at risk by any act or omission; and
- Not wilfully or recklessly interfere with safety equipment.

National Criminal History Check

All successful candidates will be required to produce a national criminal history check prior to the commencement of their employment.

Please note, non-lawyers employed by Women's Legal Service Victoria are required to comply with Section 121 of the Legal Profession Uniform Law.

Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills, and expertise of individuals with diverse experiences, including those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee, or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the *Equal Opportunity Act* to employ women only.