

Social Worker - LCCLC

The role

The Social Worker role provides discrete support and case management services to disadvantaged and vulnerable clients who will benefit from additional support alongside their legal matter. The social worker role will complement our already existing multi-disciplinary legal programs within ARC Justice and will be providing clients with assistance and support throughout their legal matter to strengthen their resilience, engage with community services, gain the skills and confidence needed to manage their legal matter, and build personal capacity and independence.

This position carries a caseload of clients and provides a mix of short-term, long-term, and intensive case management support. This position undertakes initial assessments, assistance and referrals to ensure relevant needs are addressed in areas including family violence, parenting and children, mental health and disability support, in turn allowing clients to engage proactively with their legal matter.

Organisational overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systematic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

Vision

An inclusive community built on a foundation of human rights and equality before the law.

Purpose

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

Principles that underpin our work

Community: We serve, build capacity and are accountable to the community to which we belong.

Learning: We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.

Partnership: We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.

People: We are committed to ethical and sustainable practice that values our people in achieving our purpose.

Recognition of First Peoples: We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.

Respect: In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

About you

You are a social worker with a passion for human rights and providing assistance to clients in disadvantaged communities.

You are able to:

- Deliver high quality case management
- Develop strong relationships with other supporting organisations/services
- Communicate with clients and stakeholders from diverse backgrounds

You will be joining an established and cohesive team that has a strong culture of collaboration and continuous improvement.

The Offer

- 0.8 to 1 FTE (60.8 to 76 hours per fortnight) ongoing position.
- A flexible and supportive team environment where staff engagement and development are prioritised.
- SCHADS Level 5 Award salary subject to skills and experience.
- 3 days ex gratia between Christmas and New Year's Day.
- Salary packaging and accommodation and meal/entertainment packaging is also available.

ARC Justice is an inclusive employer. Aboriginal and/or Torres Strait Islander people, members of the LGBTIQ+ and culturally diverse communities encouraged to apply.

The Position Description can be downloaded from <https://arcjustice.org.au/get-involved/careers/>

Enquiries can be directed to Lindy Harland via recruitment@arcjustice.org.au and a return phone call will be arranged.

To apply

Applications must be submitted via email and not through any third-party recruitment platform.

Please address applications to Ben Wu, People and Shared Services Manager, via email recruitment@arcjustice.org.au.

Applications must include:

- Curriculum Vitae (CV/Resume)
- A cover letter
- Your response to the key selection criteria (essential and desirable skills/experience)

Please note that applications that do not respond to the key selection criteria (essential and desirable) will not be considered for interview.

Applications close at 9am Monday January 31st 2022, with interviews to take place the following week.

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Key responsibilities

Casework and integrated, wrap-around support

- Provide social work services for clients to support their engagement with their legal matter. This includes information, referral, initial needs assessments, discrete support and/or ongoing case management to enable ongoing engagement with their legal matter.
- Develop and coordinate case plans for clients requiring intensive support from initial contact, goal setting, case planning and review, referral and exit planning.
- Provide guidance and support, practical assistance, information, referral and other support to clients in line with their case plan and/or to support their ongoing engagement with their legal matter.
- Identify clients who are at risk of family violence and refer client to specialist service to participate in comprehensive and ongoing risk assessments or undertake risk assessments and develop and/or review safety plans with survivors of family violence.
- Participate in case management or planning meetings and other processes designed to support case allocation, review and the provision of integrated services.
- Support solicitors and other staff to deliver high-quality, integrated and trauma-informed services.
- Maintain accurate client records and data, including case notes.

Networks, referral and community education and training

- Develop and maintain effective working relationships with government and non-government agencies providing services and support for women and children who are disadvantaged and vulnerable.
- Represent the Centre in relevant networks and forums in the legal and community sector.
- In collaboration with other team members, undertake Centre promotion, presentations, and community education.

Other roles and responsibilities

- Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working.
- Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager.
- Participate in regular supervision and meet agreed performance indicators and work plan activities.
- Undertake any reasonable additional tasks as directed by management.
- ARC Justice is committed to the health, safety and wellbeing of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws. ARC Justice is committed to safety and wellbeing of all children and young people.

Ways of Working

- Support colleagues and the team environment – we value stepping outside of our day to day work and helping each-other.
- Contribute actively in meetings and quarterly staff days – we value your input and feedback helps us improve.
- Maintain organisational values and behaviours.
- Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Performance indicators

Perform effectively the duties and responsibilities in your position description with commitment and diligence.	Approach your work with adaptability and openness to feedback and learning, including seeking out relevant opportunities to support your professional development.
Use your best endeavours to protect and promote ARC Justice's interests, reputation and strategic priorities.	Contribute actively to meetings and team discussions - we value your expertise and input.
Promote a positive culture and support your colleagues – we value stepping outside of our day to day work and helping each-other.	Maintain all qualifications, licenses, skills, knowledge and competencies relevant to your employment with ARC Justice.
Maintain organisational values and behaviours as outlined within the Code of Conduct, including cultural safety and awareness.	

Key selection criteria

Essential (Skills, knowledge, experience)

1. Demonstrated ability to provide culturally appropriate, trauma-informed and effective social work interventions, individual case work and coordination, to strengthen clients' resilience, physical and emotional well-being, and build personal capacity and independence.
2. Ability to work both collaboratively and independently, with creativity in a multi-disciplinary practice to support the integration of legal and social practice to improve outcomes for clients. This includes the desire to liaise, consult and collaborate with professionals from a non-social work background.
3. Well-developed interpersonal communication skills including the ability to build referral and support networks across the sector to assist clients and promote the support provided by the Centre's Socio-Legal practice.
4. Experience in working with clients who are disadvantaged and vulnerable including survivors of family violence and those who are from culturally and linguistically diverse backgrounds and/or Aboriginal and Torres Strait Islander.

Desirable (Skills, knowledge, experience, qualification and/or training)

1. Demonstrated experience, or aptitude for developing and delivering education and training for community sector workers.
2. Demonstrated experience or knowledge of working with the National Disability Insurance Scheme (NDIS).

Prerequisites

1. Tertiary qualification in Social Work, recognised by the AASW and eligible for membership with the AASW (or equivalent).
2. Unrestricted Victorian driver's license. This is at the employees' own expense.
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card (if applicable). ARC Justice will cover the costs involved.
4. Based on current Victorian Government directions we are required to collect, record and hold vaccination information to ensure staff are fully vaccinated. This information will be treated as private and confidential.
5. As a child safe organization ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Any changes to these prerequisites after employment commences must be communicated to the employer immediately by the employee.