

Job Description

North & North West Community Legal Service Inc.

POSITION:

Social Worker

HOURS:

The position is funded for 35 hours per week (between 9:00am- 1:00pm & 2:00pm – 5:00pm weekdays) Hours may vary for the purpose of circuit delivery.

SALARY:

Social, Community, Home Care and Disability Services Industry (SCHCADS)
Award- **Level 5.1- \$44.12 /hr.**

Position is funded for 12 months, fixed term contract.

Salary packaging is available.

Travel reimbursement for work purposes as per award. Accommodation and meal allowances are payable for extended trips.

LOCATION:

The position is located at the office of North & North West Community Legal Service Inc at 215 Beardy Street, Armidale.

This is a regional position and the area to be serviced is the north and north west region of New South Wales. Travel to major population centres as part of the Service's outreach is required on a regular basis.

POSITION CONTEXT:

The North & North West Community Legal Service is a not-for-profit organisation operating as a generalist community legal service, to provide legal assistance in the region especially to those who are unsure about their needs, uncertain where to go for assistance, or unable to afford the advice of a private solicitor.

PURPOSE OF POSITION:

To work collaboratively as part of a multi-disciplinary team to provide social work services for non-legal matters, short term case management and counselling to clients experiencing vulnerabilities, to support the resolution of their legal matters.

DIMENSIONS OF THE POSITION:

The Social Worker is required to exercise a high degree of personal responsibility for the giving of support to clients and the management of casework. The Social Worker is required to work as a team member in a community based organisation and to contribute to the overall functioning of the Service through involvement in organisational management, planning, policy development and client service.

RESPONSIBLE TO:

- The Principal Solicitor
- The Management Committee of NNWCLS

DUTIES:

Objective 1: Targeted Interventions

- Engage with clients of the Service and potential (i.e. people who are not receiving legal advice and assistance but may be drop-ins seeking info and referral), identifying opportunities for non-legal supports to be provided.
- As appropriate, conduct a needs assessment, develop and coordinate case plans including goal setting, case review, referral and exit planning.
- Provide guidance and support, practical assistance, information, referral, crisis intervention, counselling and other support to clients in line with their case plan.
- Undertake ongoing risk assessments and develop or review safety plans as needed.
- Participate in casework meetings and other processes designed to support case allocation.
- Work closely with Solicitors to achieve outcomes for clients that will improve their wellbeing and support resolution of their legal issues. For instance, provide support and referrals to ensure relevant needs are addressed in areas such as housing, income security, financial management, parenting support, children's support services, and general health and wellbeing support.
- Assist clients and staff to identify relevant non-legal issues and advocate for access to relevant services.

Objective 2: Network, referral, advocacy, law reform, community education and training.

- Develop and maintain effective working relationships with relevant government and non-government agencies.
- Represent the Service in relevant networks and forums in the legal and community sector.
- In collaboration with other team members, undertake Service promotion, presentations, and community education.

Objective 3: Organisational expectations.

- Adhere to NNWCLS's philosophy, policies, and procedures.

- Maintain accurate client records and data, including case notes and CLASS database records.
- Participate in regular professional supervision.
- Undertake professional development in line with requirements.
- Attend regular staff meetings and participate in Service planning.
- Other duties as reasonably directed by Managing Principal Solicitor.

Selection criteria

Essential

1. Tertiary education in social work or related discipline or significant experience working with disadvantaged members of the community.
2. Demonstrated commitment to social justice.
3. Ability to work collaboratively, independently and creatively in a multi-disciplinary practice to support the integration of legal and social practice to improve outcomes for clients. This includes liaising, consulting and collaborating with professionals from a non-social work background.
4. Demonstrated high level case management experience. Experience working with people with complex needs including people with disabilities, people who have experienced violence and abuse, Aboriginal and Torres Strait Islander people, older people, and/or people with mental health issues.
5. Demonstrated ability to provide culturally appropriate trauma-informed practice.
6. Well-developed interpersonal, written and verbal communication skills including the ability to build effective referral and support networks across the sector to assist clients.
7. Current NSW driver's licence.

Desirable

1. Membership or eligibility for membership with the Australian Association of Social workers (AASW)
2. Experience working in the legal system or with solicitors