eastern community legal centre

Position Description

POSITION DETAILS	
Job title:	**Family Violence Advocate – SAGE**
Classification level:	5
Service area:	Legal Services – Major Projects.
Location:	Boronia and integrated outreach locations across the Eastern Metropolitan Region.
Reports to:	Program Coordinator – SAGE.
Direct reports:	Some supervision of SAGE volunteers.
Employment status:	Full-time (or part-time/4 days per week) fixed term contract to 31 August 2019. All positions at the Centre are subject to the continuation of external funding. A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice.
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation.
Remuneration:	Salary package in the range of $79,800 – $86,400 per annum (pro rata) based on qualifications, skills and experience, comprising cash salary ($72,000 – $78,000), employer funded superannuation in accordance with the *Superannuation Guarantee (Administration) Act 1992 (Cth)*. Additionally, the benefits of leave loading on annual leave and tax-effective salary packaging (including access to Accommodation and Meal Entertainment packaging) will be available from commencement.
Travel:	The position will require attendance at alternate locations, including other offices and outreach, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.

EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT – FAMILY VIOLENCE TEAM

ECLC has been selected by the Australian Government to implement a specialist family violence unit under the Women's Safety Package (announced in September 2015). SAGE provides a unique model for providing intensive legal and family violence support to women with increased vulnerability experiencing, or at risk of, family violence with multiple legal issues.

The SAGE Program integrates a Community Lawyer and a Family Violence Advocate to provide a trauma informed approach to supporting women to engage with their legal options in responding to family violence. SAGE is designed to provide a service that responds to the family violence legal needs of women that face additional barriers to accessing services, specifically:

- Aboriginal and Torres Strait Islander communities
- CaLD communities
- Women with disabilities
- Women with mental health issues
- Women who are socially or geographically isolated.

SAGE seeks to overcome barriers that can make accessing services more difficult for some women experiencing family violence. Through integration with specialist services SAGE seeks to provide a service that is:

- flexible and responsive to the diverse needs of women
- culturally safe
- accessible.

Service delivery

SAGE uses a co-case management model, providing advocacy and support from a family violence lawyer and a family violence advocate.

Family Violence Community Lawyer - Legal advice and casework:

- family violence and intervention orders
- family law and parenting arrangements
- children's issues
- related legal matters.

Family Violence Advocate - Advocacy and case management:

- safety planning and risk assessment
- emotional and practical support
- referral to specialist services
- co-case management with referring agencies.

Additional supports such as financial counselling, tenancy advocacy, housing support, children's counselling, income support, health and employment can be accessed through SAGE's strong partnerships.

The SAGE Team

The SAGE team comprises of a Program Co-ordinator, Community Lawyer, Family Violence Advocate and Intake and Administration Officer. SAGE also has strong partnerships with services that provide additional specialist support.

The program is based at ECLC's Boronia office, but has identified a number of key agency partners for collaboration through the project and will develop these partnerships through integrated outreach service models.

MANAGEMENT STRUCTURE

The SAGE Team is part of ECLC's Major Projects Team, within the Legal Services directorate. The SAGE team works closely with MABELS, a Health Justice Partnership that provides an early intervention response to family violence within the Maternal and Child Health (MCH) context by improving the responses of maternal and child health, legal, family violence and support services in a co-ordinated and integrated manner.

Whilst operating within ECLC's legal practice guidelines, SAGE maintains separate, clear and strategic program guidelines and objectives. All members of the SAGE team must adhere to ECLC's relevant legal professional privilege requirements and related privacy and reporting policies.

Internal supervision and support provided by the Coordinator – Family Violence Team and Manager – Major Projects.

KEY RESPONSIBILITY AREAS		
No.	**Key Responsibilities**	
1.	**Direct Service Provision** Provide high quality direct service and casework to women and children. This includes: 1.1 Providing risk assessment, safety planning, case planning and case management to women who have/are experiencing family violence at key sites, as part of an integrated family violence practice model. 1.2 Addressing gender and power issues underlying family violence and support women to make informed decisions. 1.3 Maintaining personal caseload as negotiated. 1.4 Providing specialist family violence information and advice to the team and community workers who seek information from the partners or other organisations. 1.5 Facilitate women and children's access to a wide range of resources. 1.6 Ensuring compliance with professional indemnity insurance scheme.	Regularly monitor the operation of SAGE for compliance with ECLC practice guidelines and requirements. Deliver support services and carry the required caseload as negotiated periodically. Resource and provide family violence advocacy expertise to community workers on request. Advocacy processes reviewed periodically in consultation with the Coordinator - SAGE.
2.	**Community Development** As agreed with the Coordinator - SAGE and in conjunction with the SAGE team, provide educative and preventative programs on family violence. This may include: 2.1 Engaging in partnership development activities with agencies and other local parties in order to build awareness of the service and the issue of family violence in the Eastern Metropolitan Region. 2.2 Providing community education presentations and seminars.	Co-deliver community legal education sessions as required. Prepare and co-deliver professional development sessions on topical issues for agencies and partners. Participate in external forums as ECLC's representative as required.

3.	**General** 3.1 Participate in regular supervision with the Coordinator – SAGE. 3.2 Undertake training/professional development in consultation with the Coordinator - SAGE. 3.3 Adhere to all ECLC centre policy and procedures. 3.4 Word processing of documentation and correspondence and ensure relevant and appropriate records are kept. 3.5 Provide written reports as requested. 3.6 Ensure an understanding of, and abide by, all professional obligations relating to legal professional privilege and maintaining client confidentiality within a multidisciplinary team.	Participate in regular professional supervision. ECLC policies and procedures adhered to at all times.

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KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- A relevant tertiary qualification in Health/Social Sciences, and/or extensive experience in the community/welfare sector.

Essential Knowledge & Skills

- In-depth understanding of the social and gendered nature of domestic/family violence in the context of intimate partner violence.
- Significant experience providing specialist family violence services.
- Ability to maintain a balance between delivering family violence services and working within a program model with specific objectives.
- Demonstrated experience working within a multi-disciplinary environment particularly in family violence/child protection.
- Demonstrated high level written and oral communication skills, and the ability to work well within a team environment.
- Demonstrated computer literacy and experience in undertaking own administrative duties (e.g. word processing, file management).
- Demonstrated competency in discharging the responsibilities of the role.

Desirable Knowledge and Skills

- Community language or experience working with people from Culturally and Linguistically Diverse (CALD) and/or Aboriginal and Torres Strait Islander backgrounds.
- Experience working in or demonstrated knowledge of the justice system and family violence processes in a legal context.

Personal Attributes

- Team orientation.
- Ability to contribute to a positive working environment.
- Ability to work under pressure.
- Discretion and professionalism.
- Understanding of the practice of feminist principles and values within a family violence context.

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MANDATORY REQUIREMENTS OF ALL EMPLOYEES

Commitment to ECLC Vision, Mission, Aim and Values

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct.

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings.

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures.

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct.

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services.

Self-Referral

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

Pre-employment Verification

- Employment may be subject to professional reference checks, a Police Record Check and a Working with Children's check (if applicable).

APPLICATION PROCESS

Applications must clearly address the key selection criteria contained in the position description. Applications that do not address the key selection criteria will not be considered.

Applications should be marked as *confidential* and addressed to:

Michael Smith
Chief Executive Officer
Eastern Community Legal Centre Inc.
Suite 3, Town Hall Hub
27 Bank Street, Box Hill 3128

employment@eclc.org.au

Applications close midnight, Sunday 10 June 2018.

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au/employment

Questions: Please contact Marika Manioudakis, Manager – Major Projects on 0475 979 140