

**JOB DESCRIPTION**  
**Social Worker**

Location	Tennant Creek
Position Status	Full-time
Hours of work	8.30am – 5pm Monday to Friday
Duration	The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding.
Other conditions	Due to the nature and requirements of this role, applicants are required to be female.

**Salary and Conditions**

- A competitive salary is offered depending on relevant qualifications and experience.
- Salary will be in accordance with SCHCADS Award level 4 or 5 depending on relevant qualifications and experience.
- Generous salary sacrificing is available. The Employer pays superannuation at 10%, 4 weeks annual leave plus 2 weeks well-being leave.
- 10 days personal leave + other leave as per National Employment Standards
- Relocation expenses are available for interstate candidates as per CAWLS policy.

**Accountability**

- The position reports to the Practice Manager.
- Employment is subject to the completion of a six month probationary period, which may be extended.
- The employee will be subject to an annual performance review linked to objectives set out for the position.

**Our Values**

**Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable**

**Agency Overview**

Central Australian Womens Legal Service delivers a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal and other inter-connected matters; providing legal assistance and other specialised support services particularly for those affected by domestic violence.

Our objectives are:

- To provide free and confidential legal and non-legal assistance;
- To increase legal & financial literacy and understanding through the provision of education;
- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;
- To advocate for law and policy reform seeking changes beneficial to our clients.

**CAWLS is funded by the Commonwealth Attorney-General's Department, the National Indigenous Australians Agency and the Northern Territory Government.**

## **Position Overview**

---

The Social Worker will support the Tennant Creek Solicitor by providing personalised and planned case managed support and advocacy for clients of CAWLS legal service, with a particular focus on Aboriginal and Torres Strait Islander women.

Through a client-centered approach, the Social Worker supports clients in areas such as housing, health, family violence, family reunification, linking with culturally appropriate services, community integration, NDIS, and financial issues.

The position includes the provision of outreach services to clients and support at some courts or at the Tennant Creek Women's Refuge.

## **Key Duties**

---

### Key Responsibilities

- Provide case management support to women who are clients of CAWLS legal service.
- Work with CAWLS solicitors to identify and address the support needs of clients – whether they are in custody or the community.
- Refer and support clients to obtain appropriate housing, drug and alcohol treatment, community services and other relevant supports in the community.
- Provide information and support relating to material and financial aid, mental and physical health and wellbeing, education/employment/training opportunities and other relevant services and supports.
- Advocate on behalf of women in relation to government services and departments.
- Where possible and if pertinent, attend court in support of CAWLS case management clients.
- Maintain, collect and record client information and data in accordance with CAWLS policies and practices.
- Attend meetings relevant to CAWLS operations from time to time as requested.
- Participate in and contribute to research addressing the systemic issues faced by Aboriginal and Torres Strait Islander women in their interactions with the justice system.
- Coordinate workshops and assist in delivery of workshops at the Tennant Creek refuge.

### Key Selection Criteria

- Demonstrated experience in the delivery of support services to women who are currently in or at risk of entering the criminal justice system.
- Ability to work collaboratively with legal practitioners and other relevant services to provide a case coordinated service to women with complex needs.
- Demonstrated commitment to the mission and values of CAWLS and commitment to the principles of social justice.
- Demonstrated knowledge and practice experience in the area of domestic and family violence.
- Knowledge of support services and linkages available in the community for women and the ability to maintain and further develop networks with a variety of support and community services, particularly for women who identify as Aboriginal or Torres Strait Islander.
- A demonstrated understanding of the issues that relate to women from diverse backgrounds and with multiple and complex needs.
- Strong administrative skills, including good time management, excellent written and oral skills and confidence with the MS Office applications and MS Excel.

### Qualifications

- Experience working in a support role with Aboriginal women affected by the nexus of homelessness, criminalisation and substance addiction.
- A relevant tertiary qualification in social work or an equivalent discipline, and/or experience as a social worker or equivalent, is desirable.
- All offers of employment are subject to a satisfactory Criminal History Check and the successful applicant must provide a current Working with Children Check prior to commencement.
- Current NT Driver's licence.
- Training in the use of Family Safety Framework will be considered favourably.

### Administration

- Maintain effective collection of relevant data and statistics, file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies of the service.
- Assist the Management team to prepare service delivery plans and other plans and strategies as needed.
- Assist the Management team to prepare reports to funding agencies by maintaining statistics and other records as required.

### General

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position.
- Participate in regular staff and supervision meetings and annual performance appraisal.
- Monitor and evaluate areas of responsibility in line with performance review and the Centre's organisational planning and provide written reports as requested.
- Maintain a teamwork approach at all times.
- Other relevant duties as directed.

### **Information for Applicants**

---

All CAWLS staff and volunteers are required to:

- Support and demonstrate CAWLS values and ethics
- Act at all times in accordance with CAWLS Code of Conduct , confidentiality agreement and policies
- Comply with CAWLS Work Health Safety Policies and practices
- Support a child safe organisation, undertake a police check prior to commencement and hold a current NT ochre card at all times

The application should include a cover letter, an address to the selection criteria, a detailed resume/CV, and two referees.

The application is to be submitted to [recruitment@cawls.org.au](mailto:recruitment@cawls.org.au) using the subject line: 'Tennant Creek Social Worker'.

For more information contact Alice de Brenni, Business Manager on 89524055 or [recruitment@cawls.org.au](mailto:recruitment@cawls.org.au)