

POSITION DESCRIPTION

Family Safety Advocate

Allied Justice is a for-purpose organisation providing free legal assistance, integrated services and community legal education.

When people experience deep and persistent disadvantages, they often feel trapped in dysfunctional relationships, lost in complex inefficient legal systems, unnecessary processes, and often suffering in silence. We are at the front line of these issues.

We have invested significantly in the development of our new Strategy 2025-2027 to ensure our organisation is providing contemporary integrated services to respond the shared and unique needs of the people we support across 11 local government areas in Western Victoria.

Our commitment is to change life stories through better access to justice, and we achieve this by applying our values – respect, courage, empowerment & kindness – to the people of the communities we serve, our stakeholders and our colleagues.

By providing legal services, community legal education, law reform and integrated services through client centered, trauma informed and culturally safe practice, we will improve the safety and wellbeing of families and individuals.

Position Title:	Engagement and Referral Practitioner
Accountable to:	CEO
Reports to:	Justice Partnership Manager
Direct Reports:	Nil
Supervises:	Nil
Location:	Horsham
Travel:	This position requires regular travel in the region and to Melbourne
Level:	Level 4
Conditions:	All conditions are in accordance with Victorian Community Legal Centres Multi Enterprise Agreement.
Salary Packaging:	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to Allied Justice's ongoing Fringe Benefits Tax exempt status.

POSITION SUMMARY

The Family Safety Advocate will provide active engagement and referral support to vulnerable families seeking help for their interrelated legal, health and family issues, including those experiencing or at risk of family violence. Working within the context of a health justice partnership (HJP), the Engagement and Referral Practitioner will work collaboratively with our partner organisations such as Maternal Child Health services and works in a multi-disciplinary team to offer wrap around person-centred support.

DUTIES & RESPONSIBILITIES

Client Services

- Identify opportunities to connect with families who may be experiencing interrelated legal, health and family issues including family violence
- Complete legal health checks with clients, undertake MARAM risk assessments, advocate for rights and services holding a social justice lens
- Create early intervention engagement opportunities with families, including through the delivery of non-legal clinics and community education
- Support families to engage with a lawyer when direct legal services are the solution to unmet legal need
- Support Allied Justice clients through the legal process using a multidisciplinary framework with clear goals and objectives
- Navigate the core and specialised support services, complete warm referrals as required to achieve client goals.
- Ensure appropriate records are kept of client and stakeholder activities, including file notes for all client contacts

Project Management

- Contribute to the development and delivery of project implementation plans that aligns with research informed Health Justice Partnership frameworks
- Approach service delivery with a mindset of innovation and best practice
- Ensure service delivery achieves funding targets and requirements
- Problem solve collaboratively, internally and with partners, to achieve optimum outcomes for clients and community members
- Contribute to the reporting requirements for funding acquittals and to advocate for identified needs in various communities across the region

Service Development & Reporting

- Collect data in accordance with our reporting requirements

General

- Contribute to the development of resources such as community education content and resources, legal information resources or promotional content
- Provide general customer service support within Allied Justice offices as required
- Make a positive and collaborative contribution to team, project, all-staff and other internal meetings
- Other duties as reasonably directed

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements

EXPECTATIONS OF ALL EMPLOYEES

Health and Safety

- Create, maintain, and foster a safe workplace
- Identify, report & correct any unsafe acts, conditions, or behaviours according to Allied Justice Policies and Procedures and OH&S requirements

Risk Management

- Ensure compliance with all requirements of the Risk Management Guide for Community Legal Services
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements

EEO and legislative requirements

- Contribute to zero tolerance of sexual harassment, discrimination, racism, homophobia, and transphobia in the workplace.
- Require all staff to be sensitive and inclusive of individual needs including but not limited to disability, culture, race or religion, as well as parental and caring responsibilities.
- Encourage applicants for all Allied Justice roles from diverse backgrounds.

Culture and Compliance

- Actively support Allied Justice's purpose, values and Strategy.
- Ensure compliance with Allied Justice Code of Conduct.
- Operate within Allied Justice policies, procedures, funding guidelines, practice directions and legislative requirements.
- Allied Justice encourages applicants from diverse backgrounds.
- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation

KEY SELECTION CRITERIA

Essential

1. Experience in supporting individuals and families affected by family violence
2. Ability to design service delivery within the project guidelines and funding requirements
3. Demonstrated ability to think innovatively and with a best practice mindset
4. Cultural awareness and an understanding of how to communicate and work effectively with families from different socio-economic and cultural backgrounds
5. Experience in working collaboratively with stakeholders to achieve the desired outcome

QUALIFICATIONS

- Tertiary qualification in a relevant field, such as community development, social work, public policy or law, or significant experience in a similar role.
- Current Victorian Driver's Licence
- Cleared National Police Record Check (it is the responsibility of all staff to notify the organization immediately if there are any changes to their criminal records status)
- Current right to work in Australia
- Valid, employer Working with Children Check
- Physical ability to safely undertake all aspect of the position