



Western Sydney COMMUNITY LEGAL CENTRE

Assistant Coordinator

Parramatta Women's Domestic Violence Court Advocacy Service

Employer: Western Sydney Community Legal Centre Limited

Work Type/s: Full Time

Sector/s: Not For Profit (NFP)

Location: Sydney

About Western Sydney Community Legal Centre

WSCLC provides free legal advice and other legal and related services to disadvantaged people in the Western Sydney area. It operates a generalist legal practice and specialist legal services including the Parramatta Community Justice Clinic, Student Legal Services Western Sydney University, Home Building Advocacy Service, Aboriginal Legal Access Program and a Clinical Placement Program.

WSCLC also auspices a number of community programs including Parramatta Women's Domestic Violence Court Advocacy Service, Western Sydney Tenants' Service, Children's Court Assistance Scheme and Central West Contact Service,

WSCLC operates from multiple locations across Western Sydney, including Parramatta, Harris Park, Rooty Hill and Windsor.

About this Role

The Assistant Coordinator provides assistance to the Coordinator in leadership and direction to the PWDVCAS team.

The team provides support and assistance to women and children attending court as a result of experiencing domestic violence. Services are currently provided at Parramatta, Fairfield and Burwood Local Courts, Parramatta Children's Court and Parramatta Family Court.

The Assistant Coordinator role includes overseeing the work of staff under the direction of the Coordinator or in her absence.

Being from a woman is a genuine occupational qualification for this position under Section 31 of the NSW Anti-Discrimination Act, 1977.

A current Working with Children Check is a requirement of this position.

Key Responsibilities

- Assist and support the PWDVCAS Coordinator
- Client support (advocacy, court support, referrals assistance)
- Liaison with other WDVCS partners/services
- Networking
- Community education
- Administration (data collection, reporting, maintenance of files)
- General duties
- Qualifications
- Tertiary Degree or post-secondary qualifications

Selection Criteria for this Position

- Knowledge and understanding of the dynamics, the complexities, legal and social welfare consequences of domestic violence;
- Knowledge and understanding of the criminal justice response to domestic violence including ADVO application/process;
- Knowledge and understanding of Legal Aid NSW policies in relation to domestic violence matters;
- Good organisational, administrative, and general management skills;
- Ability to implement service delivery strategies aimed at ensuring the relevance, accessibility and responsiveness of WDVCS services to a diverse range of women and children;
- Good communication skills, particularly in negotiation, advocacy and conflict resolution;
- Knowledge of and an ability to work effectively with interpreter services; and
- Good networking skills.

Remuneration:

Social, Community, Home Care & Disability Services (SCHCADS) Industry Award 2010, Level 6, Pay point negotiable (\$45.23- \$47.21 per hour)
(plus 9.5% Superannuation and optional Salary Packaging)

HOW TO APPLY

- A CV including 2 referees
- A statement addressing the Selection Criteria.
- Applications that do not include a statement against the selection criteria will not be considered.
- Applications to be emailed to recruitment@wsclc.org.au

Applications for this position close on Friday, January 25, 2019 at 5:00 pm (COB)

For Enquiries: Email recruitment@wsclc.org.au

Please note only shortlisted applicants will be contacted