



DEADLY CONNECTIONS
COMMUNITY AND JUSTICE SERVICES

POSITION DESCRIPTION

Position:	Caseworker	
Program:	Bugmy Justice Project	
Classification:	(Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)	
Hours:	Full- Time	Hours per week: 35
Duration:	12 months	
Location:	Sydney, NSW (City of Sydney and Inner West LGA's)	
Accountability:	This position is directly accountable to the Team Leader/CEO.	
Date:	March 2023	

INTRODUCTION

At Deadly Connections Community and Justice Services Limited, our focus is on disrupting the inter-generational cycles of systemic racism, disadvantage, trauma, oppression, child protection and justice system involvement of First Nations people, families and communities.

Our work is based on four guiding pillars, Culture, Respect, Change and Empowerment. We offer culturally competent support combined with a comprehensive network of services and seek to ensure the provision of high-quality services that will ensure outcomes are improved for our people, families and communities.

As an Aboriginal controlled organisation, there is an inherent requirement that employees continue to develop their cultural competence so as to maximise opportunities and improved outcomes for First Nations peoples, families and communities.

OVERVIEW OF PROGRAM

The Bugmy Justice Project seeks to improve the sentencing processes and outcomes for Aboriginal people identified as defendants and appearing before the District Court for sentencing matters by providing courts with additional information that addresses the personal and community circumstances of the individual Aboriginal person and relevant sentencing options that works to divert mob from custodial sentences.

POSITION OBJECTIVES

Within a team approach and under the supervision of the Team Leader/CEO, the Caseworker will:

- Support participants through and beyond the Bugmy report processes this will include undertaking visits to Correctional Centre's and online visits
- Contribute to the delivery of the Bugmy Justice Project and other community legal education projects designed to raise rights awareness and educate the community, break the cycle of incarceration and disrupt systemic racism, disadvantage and trauma;
- Assist with interviews and support the Project Lead role to prepare and develop Bugmy reports for submission to the District Court
- Undertake administrative and project management activities
- Maintain clear records
- Develop and maintain a strong and sensitive working relationship with clients, stakeholders and the communities we work within
- While you will have no direct reports, it is expected that you will provide day to day guidance to any team member that is allocated to assist you (or is otherwise assisting you) with their duties and responsibilities, including volunteers and new or junior staff
- Promote the program to stakeholders, community and potential participants to increase referrals
- Work closely with our other internal/external service providers to provide a wrap around service for participants
- Work within the decolonising model and abide by relevant policy practice guidelines
- You will be expected to work within a collaborative team of stakeholders, including Courts, Solicitors, health services, other Aboriginal and non-Aboriginal agencies; to promote best outcomes for participants.

KEY RESPONSIBILITIES

- This position is targeted to Aboriginal and/or Torres Strait Islander applicants, however Expressions of Interest will be accepted from all candidates;
- Candidates must be comfortable working with confronting subject matter and with traumatised communities;
- Candidates must have completed tertiary level education, training (or equivalent lived experience) in one of the following fields (or similar): Arts; Communications; Criminology; Public Health; Allied Health; Social and Political Sciences; Law; Social Work; Policy and Research; Indigenous Studies; Education and Training; Community Development; Youth and Community Services.
- The successful candidate will apply their training and skills, lived experience and knowledge, to practical and administrative tasks to seek justice and healing opportunities for our clients and the wider community;
- Work collaboratively with communities and stakeholders
- Work with other Aboriginal and non-Aboriginal Services to support participants
- To actively participate in team work in a manner that ensures a coordinated approach to services for young people and their families
- Working across other DC support services programs as required providing support at

times of crisis and when required

- To undertake the functions associated with intake & response, such as,
 - To undertake preliminary assessments that identify the health, wellbeing and safety needs of participants involved, and that identify both the capacity and constraints of the families to participate in processes relating to Bugmy
 - Making referral/s, completing timely and relevant follow up
 - Entering data onto the electronic system and creating a paper file
 - Ongoing communication with key stakeholders
 - To work collaboratively with both internal and external partners/stakeholders
 - Liaise with internal and external programs in relation to capacity, referrals and other program information.

Program Specific Responsibilities:

- Apply decolonising models of intensive support which places culture at the centre of all support provided
- Encourage and facilitate connection to culture, family, community, country
- Encourage positive contact with stakeholders, and Justice (DCJ), act as a support for participants during their incarceration and Court processes
- Undertake assessment and intake processes, including interviews, explanation of safety procedures, and limits of confidentiality
- Organise and implement a safe and appropriate environment, and processes for participants that engage in a culturally safe, calming and positive manner.

WORK HEALTH & SAFETY (WHS)

Deadly Connections is committed to ensuring the workplace health and safety of its employees, clients and visitors.

In achieving and maintaining workplace health and safety, Deadly Connections will apply best practice in WHS in accordance with statutory obligations at all times.

All Deadly Connections employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's WHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and other cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to WHS policies, procedures, training and reporting systems.

Other Service Delivery Responsibilities:

- Maintain confidentiality and duty of care, including identification of challenges within the family unit
- Maintenance of appropriate files and case notes as per organisational policies and procedures
- Meet legislative and funding requirements
- A commitment to supervision and professional development
- A commitment to supporting families to reduce the incidences of school suspension and increase school engagement and wellbeing of the program participants.

Administrative Responsibilities:

- Maintain computer based diary management system to enable effective and informed client and agency meetings
- At times, assist with other aspects of the program including but not limited to; the provision of administrative duties, which may include reception, telephone, resource filing and general office duties

Organisational Responsibilities:

- Adhere to the Code of Conduct in a manner that is consistent with both its spirit and intent
- Adhere to all organisational policies, procedures, standards and practices
- To act only in ways that advances Deadly Connections objectives, values and reputation
- To act with honesty, integrity, transparency and good faith at all times
- To raise any issues or concerns in a manner consistent with Deadly Connections complaints and grievance processes
- Other duties, consistent with skills and experience, as directed by the reporting manager.

KEY SELECTION CRITERIA

Essential

1. A relevant tertiary qualification in Social Work or its equivalent and/or significant experience, skills or expertise in working with children/families who experience significant risk/vulnerability
2. Demonstrated ability to use a range of active engagement strategies with vulnerable and at-risk participants, children, young people and their families, and be flexible and creative in meeting their needs
3. An understanding of the social context of child abuse, past traumas and neglect, and experience in using current theoretical approaches to support positive outcomes
4. Sound understanding of the justice system, child protection and welfare system, and experience in collaboration with a range of professionals in a care team approach.
5. Experience in conducting culturally responsive risk and needs assessments
6. Excellent written and verbal communication, time management and organisational skills.
7. Ability to advocate, negotiate and problem solve
8. Program development/management experience/knowledge
9. Knowledge of and/or experience in case management, referral and advocacy
10. Demonstrated knowledge of or experience in group activities and mentoring
11. Understanding of the community's cultural diversity and ability to practice with cultural competence and safety
12. Ability to partake in reflective practice and to be self-directed.

Desirable skills, knowledge, and experience

Skills in the delivery of knowledge of Aboriginal culture, substance abuse, child protection, early years, family violence, therapeutic interventions and/or mental health will be an advantage.

ADDITIONAL INFORMATION

- All offers of employment at Deadly Connections are subject to a six-month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to full disclosure of any criminal histories, a Criminal History Check (if required), a current Driver's License and an Employment Working with Children Check prior to commencement (if applicable).

