



Position Title	Program Coordinator
Salary Range	\$65,325 - \$70,286 depending on experience Salary packaging available (SCHDSI Award Level 4)
Position Status	9 day fortnight Short term contract till September 2019
Position reports to	Principal Solicitor at Tenancy WA
Primary Responsibilities	Provide case management and case coordination support in the Safe as Houses Program to prevent homelessness for women and children who have experienced domestic violence.

Safe as Houses is a collaboration between three community legal centres to create holistic legal and support services to prevent homelessness for women and children who have experienced domestic violence.

The Program Coordinator will facilitate case management plans across the three community legal centres coordinating the support that is provided by the different solicitors and relevant community services and government departments. The Program Coordinator will work to establish effective referral arrangements and collaborative practices across community and government services to support the program outcomes.

Case management coordination

- Convene regular case management meetings between the three partner community legal centres specialist solicitors
- Develop case management plans with clients, including identifying legal issues and social supports and securing referrals and commitments from service providers to participate in the case management plan
- Provide ongoing support for clients in the program (as necessary, avoiding duplication where clients already have support workers)

Safety planning and risk assessment

- Undertake DV risk assessment and safety planning (where necessary), and support the lawyers in the program with risk assessment.
- Develop best practice policy and procedure for assessing and managing DV risk in the program

Program development

- Development of policies and procedures for the program,
- Develop and maintain strong referral and collaboration agreements across community and government services
- Develop and deliver community education and outreach workshops for community sector partners, and potential client groups, working with the program lawyers as appropriate.
- Work closely with partners to facilitate the monitoring and evaluation of the program

Administration and Reporting

- Assist in preparing both internal and external reports.
- Maintain client records and client data bases as required
- Assist in tasks shared by all staff
- Assist in training of new staff and volunteers when required.

Agency Responsibilities:

- Participate in team meetings, planning and review activities.
- Implement policies and procedures and act in accordance with agency values
- Contribute to the development of the agency
- Carry out other duties, consistent with your skills, as directed by the Principal Solicitor.

SELECTION CRITERIA

Essential:

- Demonstrated commitment to the principles of social justice and human rights
- Experience providing community support services in family and domestic violence cases
- Demonstrated experience in developing case management action plans and working from a case management framework
- Demonstrated ability to provide community support services utilising theoretical frameworks and models to work with family and domestic violence, child protection, substance abuse, disability and mental illness, poverty, homelessness.
- Demonstrated capacity to work effectively with Aboriginal families

- Highly effective written and interpersonal communication skills.
- Demonstrated ability to work independently and as part of a team
- Excellent organisational, time management and file management skills.

Desirable:

- Experience working in a legal setting, or working with legal concepts
- Experience working in the community sector