

### Position Description

<b>Position Title:</b>	SGBV Caseworker (Finding Safety Project)
<b>Location:</b>	Parramatta (with some travel to the head office in Elizabeth Bay and other locations around Western Sydney)
<b>Reports to:</b>	Finding Safety Project Coordinator (with close contact with the Casework Manager)
<b>Award:</b>	SCHADS Level 4
<b>Conditions:</b>	Part-time position, 0.8 F.T.E. (4 days a week) Contracted until 31 <sup>st</sup> December 2021.  <i>This is a fixed-term parental leave replacement position. Any extension of contract will be subject to relevant considerations.</i>

### **ORGANISATIONAL BACKGROUND**

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and other forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of refugees, people who are seeking asylum and migrants in situations of vulnerability and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports women seeking asylum and women temporary visa holders to increase their understanding of domestic and family violence and sexual and gender based violence, its drivers and their rights, as well supporting women to access support and referral pathways.
- Supports and accompanies community-based people seeking asylum and refugees through a holistic programme of casework, financial assistance, community activities, foodbank, English classes, an employment program, a

women's program, workshops and drop-in programs.

- Supports and accompanies people seeking asylum who are held at detention facilities across Australia and those who have been in detention in the past or who have been transferred from Manus Island or Nauru.
- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, human rights, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum and refugees in Australia in order to advise government and non-government organisations (NGOs) on policy and program responses.
- Supports JRS projects and activities overseas, for example, through regional and international advocacy and campaigns.

## **POSITION OVERVIEW**

JRS Australia requires an experienced SGBV Caseworker for its Finding Safety/ Women's Space Project who has a passion for and a commitment to ensuring the rights of refugees, people seeking asylum and migrants in vulnerable situations, particularly the rights of women who have experienced or who are at-risk of experiencing domestic and family violence and other forms of sexual and gender based violence.

The JRS *Finding Safety* project aims to support asylum seeking and refugee women to increase their understanding of domestic and family violence, its drivers and their rights. The project is seeking to recruit an SGBV caseworker for a fixed-term parental leave position to provide specialised SGBV case management to assist asylum seeking and refugee women experiencing violence or at-risk of experiencing violence in accessing appropriate support during the COVID-19 crisis.

The JRS SGBV Caseworker position is responsible for providing accompaniment, casework services, and advocacy support to women seeking asylum and migrants experiencing or at-risk of experiencing domestic and family violence, including other forms of sexual and gender based violence.

## **KEY TASKS AND RESPONSIBILITIES**

### **Casework and Emergency Relief**

- Provide professional and confidential services to survivors of SGBV/DFV grounded in JRS Australia person-centred and gender responsive case management approach

- Work closely with the JRS Casework Team in terms of providing coordinated/cohesive support to clients across JRS, following standards and practice, and participating in Casework Team Meetings.
- Document client information through accurate filling of intake and consent forms and ensure safe storage
- Work with clients and staff to develop individualised case plans, including safety planning for women and girls experiencing/at-risk of violence
- Support the maintenance of the JRS's case management system by maintaining client confidentiality, and accurate electronic and paper records, including case notes and records of financial and material assistance
- Assists in the distribution of financial and emergency relief support
- Assists in the distribution of food and material aid
- Ethically and confidentially collect and store SGBV data, including participating in interpretation of the data on trends
- Work with other project staff to disseminate project information to all relevant stakeholders
- Support with strengthening referral networks, including to specialised services, such as health and justice
- Provide advocacy and referral support for individual clients and families.

### **Volunteers and Community Centre Activities**

- Assists staff and volunteers with other community centre activities and drop-in support as needed and in discussion with your line manager.

### **Networking and Advocacy**

- Establishes productive working relationships and liaises with other service providers and other key stakeholders across relevant sectors.
- Attends regular interagency meetings that are relevant to the project and target group.
- Advocates for the rights and support needs of people seeking asylum, and particularly women seeking asylum and women on precarious temporary visas through the appropriate channels.
- Liaises closely with women community leaders and associations and with other key stakeholders
- Undertakes other relevant activities as required by the Finding Safety Project Coordinator.

### **Reporting**

- Keeps confidential client records and data stored in the JRS database.
- Provides quarterly stats and reports based on the WomenNSW and other funders reporting guidelines.
- Provides quarterly stats and reports to the JRS Board.

### **Philosophy, Mission and Values**

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Work closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence – to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

### **Occupational Health and Safety**

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by JRS.
- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

### **Quality Assurance and Continuous Improvement**

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and that subscribes to the Ignatian way.
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain confidentiality in relation to clients, staff and volunteer issues and all JRS' programs

### **SELECTION CRITERIA**

#### **Essential Requirements:**

- Tertiary qualifications in social work, psychology, welfare or another relevant discipline, or equivalent experience.
- Extensive casework experience with women who have experienced or who are at-risk of SGBV, including conducting assessments, providing information and referrals, and managing complex cases.
- Demonstrated understanding of the issues faced by people seeking asylum and refugees living in Australia, particularly women seeking asylum.
- Demonstrated understanding of issues related to domestic and family violence and other types of sexual and gender based violence

- Capacity to manage competing deadlines, prioritise workload appropriately and work in a flexible manner.
- Excellent English language oral and written communication skills, and interpersonal and cross-cultural communication skills.
- Demonstrated ability to work effectively as part of a team.
- Competent in using MS Office and online database/reporting systems.
- Commitment to gender equality and women's rights.
- Commitment to working within current EEO, WH&S, and child protection legislation.

**Desirable:**

- Direct experience working with women seeking asylum or refugees, especially those who are affected by sexual and gender based violence
- Direct experience working in NSW DFV (Domestic and Family Violence) sector
- Proficiency in a relevant community language.

**Application Process:**

If you would like further information about the JRS SGBV Caseworker (Finding Safety) position, please contact, Josephine Rechichi on 02 9098 9336 or at [josephine.rechichi@jrs.org.au](mailto:josephine.rechichi@jrs.org.au)

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: [jobs@jrs.org.au](mailto:jobs@jrs.org.au) by **5pm on Monday 31<sup>st</sup> May, 2021.**

***Please note:*** JRS considers being a woman a genuine occupational qualification for this position under s.31 of the Anti-Discrimination Act 1977 (NSW).

***Women with lived refugee experience are strongly encouraged to apply.***

*Thank you for your interest in working with Jesuit Refugee Service Australia.*