

POSITION DESCRIPTION



Position Summary	
Role Title	Local Justice Worker
Reports to	Reports to Justice, Healing and Family Support Coordinator
Award	SCHADS Award
Classification	Level 5.1
Employment	Full time
Location	Based in Lakes Entrance or Bairnsdale with regular travel throughout East Gippsland, including outreach to community, justice agencies, correctional facilities, courts, and partner organisations as required.

Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural safety.

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

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CHILD SAFE YWAHS is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement. YWAHS is an equal opportunity employer and has a smoke-free workplace policy.

MARAM This position is designated under the Multi-Agency Risk Assessment and Management Framework (MARAM) and is required to undertake Intermediate Responsibilities consistent with the role, organisational requirements and legislative obligations.

The Local Justice Worker is responsible for identifying family violence risk, undertaking risk screening and assessment within scope, contributing to safety planning, making appropriate referrals, and participating in coordinated responses with internal and external services.

The position is required to complete and maintain relevant MARAM training and apply MARAM principles, responsibilities and information sharing requirements in accordance with the Family Violence Information Sharing Scheme (FVISS), Child Information Sharing Scheme (CISS), YWAHS policies and procedures, and all relevant legislative requirements.

The Local Justice Worker provides culturally safe justice support, advocacy, outreach, and early intervention responses for Aboriginal individuals and families who are at risk of, currently in contact with, or impacted by involvement with the justice system.

The role supports Aboriginal individuals and families through:

- Justice system navigation
- Advocacy and referrals
- Court and corrections support
- Community Corrections engagement
- Fines and warrants assistance
- Post-release support
- Diversion and prevention responses
- Community outreach and engagement
- Culturally safe referral pathways

The role operates within the Integrated Justice, Healing and Family Support Model and works collaboratively alongside the Family Justice Support Worker – Wurk Wanik and broader YWAHS service systems to support culturally safe, community-led, and prevention-focused outcomes. The role promotes Aboriginal self-determination, cultural safety, and strengths-based approaches to justice support and community wellbeing.

Role Purpose

Justice Navigation and Advocacy

- Provide culturally safe justice navigation and advocacy support for Aboriginal individuals and families engaging with police, courts, corrections, legal services, and related systems.
- Support clients to better understand legal rights, responsibilities, court processes, and justice obligations.
- Assist clients to access culturally safe legal and support services.
- Assist Aboriginal individuals to understand and address outstanding fines and warrants.

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- Support clients to access available options including payment plans, Work and Development Permits, special circumstances applications, and other lawful pathways for resolving justice-related obligations.
- Liaise with relevant justice agencies to support positive outcomes for clients.
- Provide court support and advocacy where appropriate.
- Support clients to understand court processes, attend appointments, and engage with relevant justice agencies.
- Assist clients to access culturally safe supports before, during, and following court appearances.

Community Corrections, Fines and Post-Release Support

- Support Aboriginal individuals engaging with Community Corrections Orders and related obligations.
- Assist clients experiencing issues relating to fines, warrants, and justice-related appointments.
- Provide culturally safe post-release and reintegration support.
- Support Aboriginal individuals to successfully complete Community Corrections Orders (CCOs) and comply with court-imposed obligations.
- Work collaboratively with Community Corrections Services (CCS) to support client engagement, attendance, and completion of mandated requirements.
- Assist clients to overcome barriers impacting compliance with Community Corrections Orders.
- Support culturally safe referrals to services that address factors contributing to offending behaviour.

Community Outreach and Engagement

- Maintain active outreach and engagement across community.
- Build positive and respectful relationships with Aboriginal individuals, families, Elders, and community members.
- Participate in community events, justice forums, community engagement activities and culturally safe information sessions to promote awareness of available justice supports and pathways.

Reintegration and Transition Support

- Support Aboriginal individuals transitioning from custody back into community.
- Assist with pre-release planning, reintegration pathways, and connections to housing, health, employment, education, and community supports.
- Work collaboratively with correctional facilities and relevant agencies to support successful community reintegration.
- Support participants of the Yawal Mugadjina Cultural Mentoring Program to progress actions identified within their Cultural Journey Plans where appropriate.
- Support culturally grounded approaches that strengthen cultural identity, belonging, community connection and positive justice outcomes.

Governance, Reporting and Continuous Improvement

- Maintain accurate client records, case notes, activity reports, referral records, and outcome data.
- Contribute to funding body reporting and program evaluation requirements.
- Participate in Local Justice Program governance structures, advisory groups, steering committees, and community consultation processes where required.
- Contribute to continuous improvement activities and program reviews.
- Assist in collecting data aligned with program outcomes and funding requirements.

Community Education and Awareness

- Deliver community education and awareness activities relating to justice systems, legal rights, obligations, fines, warrants, Community Corrections Orders, and available support pathways.
- Support community understanding of justice-related services and diversion opportunities.
- Promote culturally safe access to justice information and supports.

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- Promote understanding of Aboriginal legal rights, self-advocacy, justice literacy and available diversion pathways.

Required knowledge and skills (key selection criteria)

Essential

1. Cultural Knowledge and Community Connection

- Demonstrated understanding of Aboriginal culture, kinship systems, community structures, and culturally safe practice.
- Ability to establish and maintain respectful relationships with Aboriginal individuals, families, Elders, community members, and stakeholders.
- Demonstrated commitment to Aboriginal self-determination, healing, and strengths-based practice.

2. Justice System Knowledge

- Demonstrated understanding of the Victorian justice system, including Community Corrections Services, courts, parole, fines and warrants processes, and justice-related referral pathways.
- Understanding of the barriers and challenges experienced by Aboriginal people engaging with the justice system.

3. Case Coordination and Support

- Demonstrated ability to provide advocacy, outreach, support, and coordinated responses for individuals experiencing complex needs.
- Ability to support individuals to identify goals, access services, and navigate justice and community service systems.

4. Stakeholder Engagement and Partnerships

- Demonstrated ability to establish and maintain effective working relationships with government agencies, Aboriginal Community Controlled Organisations, legal services, correctional services, and community stakeholders.
- Ability to work collaboratively within multidisciplinary and integrated service environments.

5. Communication and Community Engagement

- Strong verbal and written communication skills.
- Demonstrated ability to engage respectfully with individuals from diverse backgrounds and support positive community engagement.
- Experience facilitating conversations, community engagement activities, education sessions, or group-based activities.

6. Risk Assessment and Safety

- Demonstrated understanding of family violence, child wellbeing, intergenerational trauma, and the impacts of colonisation.
- Ability to identify and respond appropriately to risk, vulnerability, and safety concerns.
- Understanding of MARAM principles and culturally safe risk assessment practices.
- Understanding of suicide and self-harm risk identification, referral pathways and culturally safe responses.

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7. Administration, Reporting and Data Collection

- Ability to maintain accurate case notes, client records, data collection systems, and reporting requirements.
- Demonstrated organisational skills and ability to manage competing priorities.
- Ability to use electronic client management and reporting systems.

Desirable

- Qualifications in Community Services, Justice, Social Work, Youth Work, Family Violence, Aboriginal Health, or a related field.
- Experience working within justice, corrections, community services, family violence, youth justice, or Aboriginal community-controlled settings.
- Knowledge of Community Corrections Orders, parole processes, fines and warrants programs, and diversion pathways.
- Experience working with individuals transitioning from custody back into community.
- Experience delivering community education, outreach, or prevention activities.

Mandatory role requirements

- Current Victorian Driver Licence.
- Current Working with Children Check.
- Current National Police Check.
- Ability to travel across East Gippsland as required.
- Ability to work flexibly including occasional after-hours and outreach activities where required.
- Ability to undertake outreach within community settings, correctional facilities, courts, justice agencies, and other service settings as required.
- Completion of mandatory organisational training requirements including MARAM, Child Safety, and cultural safety training.
- Completion of MARAM Comprehensive Training (or willingness to obtain within agreed timeframe).
- Demonstrated understanding of or willingness to undertake training in CISS and FVISS.
- Current First Aid Certificate or willingness to obtain.
- Ability to maintain accurate electronic client records, case notes, data collection systems, and reporting requirements.
- Demonstrated commitment to culturally safe, trauma-informed, healing-informed, and strengths-based practice.

Program-Specific Requirements

- Maintain strong working relationships with Community Corrections Services, Courts, Victoria Police, legal services, prisons, parole services, and Aboriginal Community Controlled Organisations.
- Participate in Local Justice Program governance, community engagement, and stakeholder forums as required.
- Support the collection of program outcome data and funding body reporting requirements.
- Promote Aboriginal self-determination and culturally safe justice responses in all aspects of service delivery.
- Support Aboriginal individuals to strengthen cultural connection, community participation, personal goals and pathways that contribute to positive justice outcomes.

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Job Demands Checklist

YWAHS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required occasionally, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks			x		
Standing	Remain standing to perform tasks		x			
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks	x				
Lifting/Carrying	Light lifting and carrying		x			
Lifting/Carrying	Moderate lifting and carrying - e.g. trolleys, tubs, car seats, shade structures, eskies. Lifting/moving tubs of materials & equipment in/out of cars and from store to activity rooms for activities.	x				
Lifting/Carrying	Assisted lifting (lifting with assistance from another person) – e.g. shade structures, eskies	x				
Lifting/Carrying	Level of fitness required for physical activities such as moving trailer and attaching and detaching from vehicle		x			
Driving	Driving to and from activities across the region and transporting equipment and passengers			x		
Climbing	Ascending and descending ladders					x
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.	x				
Repetitive	Use of keyboard, typing, entering data etc.			x		
Exposure	Exposure to trauma, family violence, justice-related issues, grief and loss, and emotionally complex client presentations			x		

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X
Employee signature

X
Employee name (Printed)

Date: