



## Position Description & How to Apply

<b>POSITION TITLE</b>	<b>Social Worker – Early intervention crime team</b>
<b>FULL-TIME/PART-TIME</b>	Full-time or Part-time - for 2 years. (The full-time week at Youthlaw is 38 hours)
<b>INDUSTRIAL INSTRUMENT</b>	Conditions of employment comply with the <i>Community Legal Centres (CLC) Multi-Business Agreement (MBA) Certified Agreement 2006-2009</i> with significant additional benefits adopted from the Victorian CLC Multi-Enterprise Agreement 2024-2027 (AG2024/1103) Pay rates in accordance with the <i>Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)</i> .
<b>CLASSIFICATION</b>	SCHCADS Award Level 5
<b>REMUNERATION</b>	The salary range for this position is \$97,377 to \$101,784  In addition: Generous tax-free salary packaging Superannuation (11.5%) 5 weeks annual leave with bonus days between Christmas and New Year's Day.
<b>REPORTS TO</b>	Principal Lawyer & Project Manager
<b>CONTACT TO DISCUSS POSITION</b>	Philippa Dixon
<b>CONTACT DETAILS</b>	philippa@youthlaw.asn.au

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### POSITION CONTEXT

Youthlaw is a state-wide specialist community legal centre for young people under 25. We are based in Carlton (Melbourne), with an office in Ballarat.

Young Peoples Legal Rights Centre  
Inc No A0041616E  
ABN 12 794 935 230

[www.youthlaw.asn.au](http://www.youthlaw.asn.au)

Tel 9611 2412 Fax 9620 3622 Email [info@youthlaw.asn.au](mailto:info@youthlaw.asn.au)  
At Frontyard, 19 King Street, Melbourne VIC 3000

This position and that of 2 lawyers has been made possible through funding by the Victorian Legal Services Board. The funded project is to deliver an intensive wrap around service to reduce young people aged between 18 and 25, entering and progressing into the criminal justice system.

This position will sit within the criminal law team at Youthlaw and be an integrated practice with lawyer and social worker working closely to assist clients. This position will undertake assessment and short-term and intensive casework to identify needs and link young people to ongoing support. Many of the referrals into the crime team will be from frontline youth services and the youth practitioner will work closely with these services ensuring co-ordinated assistance to the client.

The project aims to provide pre court and court services together with non-legal support with the aim of preventing entry and reducing progression into the justice system. The project staff will also contribute to legal system reform and advocacy about overrepresentation and criminalisation of young people aged 18-25.

We seek an experienced social worker, confident to assist vulnerable & disadvantaged young people and passionate about making a difference in their social work practice and as a team member of an innovative project.

Regular social work supervision will be provided by our inhouse senior social worker

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#### KEY RESPONSIBILITIES

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- Provide high quality non-legal support and short-term case work assistance to clients
- Work as a member of an integrated practice team
- Work with key stakeholders (e.g. court staff, youth services and VLA) to build referral pathways and develop the service model.
- Contribute to advocacy about overrepresentation and criminalisation of young people aged 18-25
- Maintain case files & record data to enable evaluation of the project
- Participate in staff, casework, program meetings and supervision.

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#### KEY SELECTION CRITERIA

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- Social worker qualified with 2 years post qualification experience
- You will have excellent communication and interpersonal skills allowing you to work effectively with vulnerable young people, in an integrated team and build effective professional relationships with stakeholders.
- Experience building collaborative relationships with stakeholders.
- Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment
- Good computer skills
- Excellent organisational and time management skills

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**HIGHLY DESIREABLE**

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- Experience, skills and knowledge in the provision of social work services to young adults
- Experience of working in a multi-disciplinary practice
- Experience working in or knowledge of the justice system and legal processes

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**QUALIFICATIONS**

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- Degree qualification in social work

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**LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS**

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- The position will be based at Youthlaw at 147-155 Pelham Street, Carlton 3053, but will require the practitioner to attend inner and outer urban courts.
- The position will involve occasional work outside normal office hours.

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**INSTRUCTIONS FOR APPLICANTS**

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**Closing date for application Monday 20<sup>th</sup> January 2025 at 5pm.**

**Please submit to Philippa Dixon on [philippa@youthlaw.asn.au](mailto:philippa@youthlaw.asn.au)**

Please note **interviews will most likely take place on the 28<sup>th</sup> & 29<sup>th</sup> January 2025**

Please provide one letter that is a combined cover letter & addresses the key selection criteria (no more than 2 pages).

Please also provide your CV and at least two professional referees. We will only contact referees after an interview.

If you are not shortlisted, we will let you know as soon as possible.

Those who are interviewed will be provided feedback.