

Role Description

Social Worker

Organisation	Caxton Legal Centre
Business Unit/Practice	Human Rights and Civil Law Practice
Location	Brisbane
Reports to	Social Work Practice Director
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5
Approved By	CEO
Date of Approval	October 2021

Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

Our vision is to:

- build a just and inclusive society that values difference and diversity, and the rights of all people and their communities to the social and economic resources they need to exercise their human rights
- influence the development of law to recognise the needs of people who are socially or economically disadvantaged
- assist people who would otherwise be denied access to justice due to social or economic disadvantage to exercise their legal rights.

Our values are:

Respect	Personal responsibility
Integrity	Resilience
Compassion and empathy	

Primary purpose of the role

The social worker assists clients who have received legal advice at Caxton and indicate an interest in social work follow up. These clients may have used one or more of our legal services and consequently can bring a wide variety of presenting issues and circumstances. Often they are experiencing extreme disadvantage. The short to medium-term social work intervention aims to help people to improve their wellbeing and quality of life through a focus on their needs and capabilities; access social justice; and protection of their human rights.

Key accountabilities

1. Provide social work services to clients in accordance with Caxton’s policies and practices and the Australian Association of Social Workers Code of Ethics 2020
2. Provide an effective intake, psychosocial assessment, safety planning, crisis response and capacity screening service for clients, or prospective clients
3. Assist clients to meet their safety and psycho-social needs by providing short-term counselling, access to services and support, advocacy, negotiation with relevant parties, limited court support, and referrals (via phone, appointments at outreach locations, court, home visits and on-site at the Centre, as appropriate). In conjunction with the line manager and colleagues, ensure the caseload is remains manageable
4. Collaborate with relevant agencies and entities to provide information, problem solve and develop referral pathways for services to clients
5. Where relevant, contribute social work perspectives to Caxton’s submissions for policy or law reform
6. Provide high quality written reports, records, and/or collect data as required for evaluation and reporting requirements.

Key challenges

- Independently managing the scope of service delivery offered within a very busy legal practice
- Working with clients with complex legal and social issues who are experiencing extreme disadvantage
- Offering culturally competent services to a culturally and linguistically diverse client base
- Advocating for and coordinating access to sometimes scarce services and supports.

Key relationships

Who	Why
Internal	
Social Work Practice Director	<ul style="list-style-type: none">• The role reports to the Social Work Practice Director
Human Rights and Civil Law Practice Director	<ul style="list-style-type: none">• The role is integrated within the Practice led by this Director and most referrals come from this Practice
Lawyers	<ul style="list-style-type: none">• Work in partnership with legal colleagues during the planning, development and review of service delivery to ensure holistic client centred outcomes
Social workers	<ul style="list-style-type: none">• Collaborate with Caxton’s other social work/human services staff
External	
Clients	<ul style="list-style-type: none">• Provide optimum client outcomes
Key referral partners	<ul style="list-style-type: none">• Gain a greater understanding of differentiation of service provision to ensure appropriate referrals for clients or into Caxton

Role dimensions

Decision making

Determines social work case plans for clients and reviews plans periodically to optimise client outcomes. Advises program colleagues on systemic and emerging issues that require wider responses or advocacy.

Direct reports

No staff; social work students from time to time.

Budget/Expenditure

Nil

Essential requirements

1. Bachelor of Social Work or other relevant qualification
2. Eligible for AASW membership or equivalent professional body in Australia
3. Substantial experience in the provision of social work services and independent case load management.

Desirable requirement

1. Current drivers licence

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: