

Family Violence Resource Worker

- **Full time fixed term position**
- **Monday to Friday 8.30am -5.00pm**
- **Generous salary packaging available**
- **Opportunity to be at the centre of the biggest change in the family violence sector in Australia's history**

This is an outstanding opportunity to make a real difference at the centre of one of the biggest changes in the family violence sector in Australia's history. You will be working in a feminist organisation with supportive and friendly colleagues and managers that are committed both to ending family violence and your ongoing development.

Key Responsibilities:

- Provide administration assistance to crisis response services team
- Liaise between the crisis response workers/case managers and the client to coordinate accommodation changes and communicate administrative information
- Liaise between emergency accommodation providers and family violence advocates.
- Organise documentation, services, actions, purchases for the client as identified by the family violence advocate
- Assist the finance team through the provision of client documentation to support financial records
- Maintain positive relationships with key stakeholders and suppliers

Essential Criteria:

- At least two years' experience in a similar role including administration and client support
- Willingness to commit to the living expression of safe steps values; courageous, feminist, empowering, ethical, respectful, collaborative, reflective.
- Intermediate skills in Microsoft Office suite and close attention to detail
- Excellent verbal and written communications skills
- Ability to work independently as well as part of a team
- Capacity to work within a fast-paced environment, adapting to changing work conditions and tasks as required

safe steps is exempt from the provisions of the Equal Opportunity Act 2010 which would otherwise require the **safe steps** is exempt from the provisions of the Equal Opportunity Act 2010 which would otherwise require the appointment to this position to be on a non-gender specific basis. Applications for this position will be considered from women only (Exemption H42/2017).

All offers of employment are subject to satisfactory background checks including a National Police Check (including an international police check if resided continuously in an overseas country for 12 months or more in the last ten years), Working with Children Check, disclosure of previous or current disciplinary action, referee checks, proof of eligibility to work in Australia and qualification checks.

For further information please contact careers@safesteps.org.au