Duty Statement

Agency	Legal Aid NT	Work unit	Social Support Practice – Domestic Violence Legal Service
Job title	Safety and Wellbeing Caseworker	Designation	Administrative Officer 5 (AO5) / Professional 2 (P2)
Job type	Full Time	Duration	2 Years
Salary	$93,674 - $114,104 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	040066	Closing	10:00am Thursday, 26 November 2026
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

Information for applicants

To be considered for this position, applicants must attach a resume, a statement addressing the selection criteria (maximum 2 pages), and copies of your tertiary qualifications.

Inclusion and diversity

Legal Aid NT values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

About Legal Aid NT

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990* (NT). Our purpose is to ensure that people in the Northern Territory understand their legal rights and disadvantaged people have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

Context statement

The Domestic Violence Legal Service (DVLS) is a specialised standalone service operating under the auspices of Legal Aid NT, providing information, education, advocacy, referral, legal and social support, legal advice, and legal representation services to victims of domestic, family and sexual violence in the Darwin and Greater Darwin area.

This position is supported through a collaborative management arrangement between the Manager – Social Support and the Managing Solicitor – DVLS, with formal line management and professional supervision provided by the Manager – Social Support. Additional practice support is available from a Senior Social Support Caseworker.

Primary objective

Work with adults and children experiencing domestic, family and sexual violence who access the Domestic Violence Legal Service, providing trauma-informed, culturally responsive non-legal support in line with the Legal Aid NT social support framework.

Key duties and responsibilities

1. Provide crisis support and goal-focused casework in partnership with clients of DVLS, including practical assistance, advocacy and referral to specialist supports. Casework occurs in periods of up to three months, with further periods subject to case review, approval and a new case plan agreed with the client.
2. Develop and implement a clear case plan in partnership with clients, collaborating and communicating effectively with colleagues in the DVLS team and external support services.
3. Apply best practice screening and risk assessment processes for individuals and children experiencing domestic, family and sexual violence and implement appropriate safety planning mechanisms.
4. Address immediate needs, at critical times, through the implementation of the brokerage policies and guidelines and provision of timely referrals to support services.
5. Ensure that services are adaptable and meet the needs of clients from diverse cultures and communities, in particular Aboriginal and Torres Strait Islander peoples, CALD communities, and individuals living with disabilities.
6. Participate in supervision and case review to support transparent decision-making and shared learning across the team. Seek guidance on complex risks and ethical concerns and maintain professional boundaries. Consult with the delegated Practice Lead to support strategies to manage workload and sustain practice.
7. Work Collaboratively with both social support team and legal team members across Legal Aid NT in improving practice and further developing policy and procedures, including contributing to the provision of in-house professional development and external community legal education.
8. Promote, attend, and proactively engage in relevant network meetings and work collaboratively with key stakeholders.
9. Maintain high standards in report writing, electronic record keeping, and file maintenance and quality assurance in service delivery as well as reporting on project outcomes.

Selection criteria

Essential

1. Hold a degree in social work or a related discipline which provides eligibility for membership of the Australian Association of Social Workers, the Australian Community Workers Association, the Australian Psychological Society, or minimum of 5 years direct practical experience working with individuals and their families in case work.
2. Minimum 2 years of experience working in the domestic and family violence sector, in particular working with Aboriginal and Torres Strait Islander peoples, CALD communities, and people living with a disability or mental illness.
3. Demonstrated knowledge of the gendered nature and the complex dynamics and nature of domestic and family violence including the assessment of risk and ongoing safety and the provision of brief interventions and casework, including crisis intervention.
4. Demonstrated understanding of trauma informed practice, self-determination, and other relevant frameworks, and an effective ability to apply these in a client centred approach to supporting adults and children experiencing domestic and family violence.
5. Excellent written and oral communication skills, with a particular ability to communicate with vulnerable people including Aboriginal and Torres Strait Islander peoples and people from refugee and migrant backgrounds.
6. Experience in liaising with other agencies and developing networks and contacts in other associated services such as emergency housing women's safe houses, counselling, education legal services and police.
7. Demonstrated ability to maintain client confidentiality and illustrate an awareness of the issues relating to client confidentiality and privacy within the community and the work environment.
8. Demonstrated ability to work collaboratively within a multidisciplinary team with limited supervision, and effective time management skills.
9. Demonstrated strong file note procedures, file management, data entry and reporting.
10. Commitment to Legal Aid NT values and an understanding of Northern Territory justice issues and the legal assistance sector.

Further Information

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful applicant must a hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.