



Children in Refuge – Project Coordinator

The Opportunity

We have an exciting new two-year pilot position as a Children in Refuge – Project Coordinator in our dedicated Not-For-Profit organisation on a full-time basis (part-time is open for consideration).

This role will sit within our Crisis Response and The Orange Door at our refuge and surrounding sites.

About the Role

In this two-year pilot position you will work with children, young people and their parent impacted by family violence, and provide expert practice advice to family violence Case Managers.

The role includes a strong research and evaluation component to assess the effectiveness of the position and inform future service design.

As the Children in Refuge – Project Coordinator you will develop a resource toolbox of age-appropriate tools and strategies, map local services and referral pathways, and responds to emerging child-related needs within the refuge and broader service system.

What we offer

- Competitive Salary starting at \$110,103 pa + Super
- Generous Salary Packaging inc Remote Living & Entertainment Expenses to maximise your take home pay.
- Opportunity to accrue an additional 13 days (2.6wks) leave per year.
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer

Key responsibilities for this role include:

- Provide trauma-informed support and advocacy for children and young people impacted by family violence
- Offer practice advice and consultation to family violence Case Managers to strengthen child-focused responses
- Design and implement a resource and activity toolbox of therapeutic, developmental, and engagement tools and activities for children and young people aged 0–17
- Research and document local services, programs, and referral pathways relevant to children and young people
- Lead the design and delivery of the pilot model, including evaluation planning, data collection, and reporting
- Collaborate with internal teams and external agencies to promote integrated and culturally safe service responses
- Support refuge staff through mentoring, reflective practice, and training
- Maintain accurate records, case notes, and evaluation documentation
- Participate in risk assessment and safety planning processes involving children
- Respond flexibly to emerging child-related needs and service gaps as required
- Ensure compliance with Child Safe Standards, relevant legislation, and information sharing protocols

About you

You have professional experience and relevant qualifications in Social Work, Early Childhood Education, Education (Primary or Secondary), Psychology, Developmental Trauma or Child and Family Practice and have

- Demonstrated understanding of the impact of family violence on children and young people
- Experience providing therapeutic support and practice advice in child and family settings
- Knowledge of trauma-informed practice, child development, and attachment theory
- Experience in service design, research, and evaluation
- Ability to develop tools, resources, and strategies tailored to diverse age groups
- Strong understanding of local service systems and referral pathways
- Commitment to cultural safety and inclusive practice
- Excellent communication, documentation, and stakeholder engagement skills
- Ability to work independently and collaboratively across teams

Your specialist expertise and experience would ideally include

- Direct experience working with children and young people affected by trauma, family violence, or homelessness
- Practice leadership or advisory experience, especially in mentoring or supporting case managers
- Knowledge of child development, trauma-informed care, and attachment theory
- Experience in service design, program evaluation, or applied research
- Familiarity with local service systems, including education, health, mental health, and child protection

- Strong understanding of Child Safe Standards, the Children, Youth and Families Act 2005, and information sharing legislation
- Cultural competence, particularly in working with Aboriginal and Torres Strait Islander children, CALD communities, and children with disabilities

It is desirable for you to have the

- Ability to develop age-appropriate tools, activities and resources for children aged 0–17
- Experience in data collection, analysis, and reporting for pilot programs
- Excellent written and verbal communication, including report writing and stakeholder engagement
- Capacity to work autonomously and collaboratively in a multidisciplinary team

About us

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries please contact **Peta Reid** (Program Manager – Crisis Response and Orange Door) at MSAU-MDVS on **(03) 5021 2130** or via email **careers@msau-mdvs.org.au**.

All applications must include a Cover Letter and address the Key Selection Criteria. To obtain a detailed Position Description, please visit our website **<https://msau-mdvs.org.au/employment>**.

Applications close at 12.00 midnight Sunday the 15th February 2026.