



Mallee Sexual Assault Unit – Mallee Domestic Violence Services

POSITION DESCRIPTION: Justice Navigator

Our Values:	Our values reflect the way we interact, connect and work with clients, partner agencies and with one another. • We put your safety and wellbeing at the centre of everything we do. • We respect the dignity and autonomy of each person. • We are trustworthy, ethical and transparent. • We advocate and act with courage to address inequity and shape a better future. • We communicate and collaborate to achieve shared goals. • We learn, innovate and embrace change to achieve outcomes that matter.
Our vision:	Futures free from sexual and family violence.
About us:	Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Service (MDVS) is a not-for-profit community organisation that provides family, domestic and sexual violence services and advocacy to support everyone in the Mallee region to be safe. Funded primarily by the Victorian Department of Families, Fairness and Housing, we deliver a range of programs focused on prevention, safety, connection and healing. Our programs span from crisis care to therapeutic services providing specialist support for victim survivors of sexual or family violence from first contact through to recovery. We are committed to: • Ensuring victim survivors of family violence are safe and those who use violence are held accountable. • Welcoming and supporting people of all backgrounds, ethnicities, cultures, ages, gender identities, sexual orientations, and abilities. • Recognising children as victim survivors of family violence in their own right, and being a child safe organisation • Providing seamless integration of care between providers to ensure best possible outcomes and experience for clients • Providing specialist care that is trauma informed, strengths based, and evidence informed The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to victim survivors of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence. In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth. In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.



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Position Title	Justice Navigator (Project Officer) – Northern Mallee
Position number	
Program	Sexual Assault and Family Violence Therapeutic Services
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 7
Salary range	\$124,744.88 - \$129,961.52 per annum
Location	Mildura
Employment status	Part time – Fixed Term (31 Dec 2027)
Hours per week	Part time - 0.8 FTE
Reporting Manager	Principal Practitioner – Sexual Assault
Other Key Relationships	Sexual Assault Services
Position Objectives	Justice Navigators work as part of specialist sexual assault support services to provide support to victim survivors of sexual violence to understand their rights and support options. Justice Navigators provide independent specialist support to victim survivors of sexual offending to help them to: • understand and access their rights; and • navigate justice and recovery options. Justice Navigators work independently to help victim survivors navigate services and systems including but not limited to criminal justice processes including reporting to police, court processes, civil processes and claims, complaints processes, restorative justice options, and universal services. Justice Navigators provide strengths based and trauma-informed navigation support but do not provide therapeutic care or counselling. The Justice Navigator (Project Officer) will be required to balance direct client-facing support with a primary focus on system coordination, establishing local networks, building streamlined referral pathways, providing secondary consultation, and leading project work to support the broader implementation and evaluation of the Justice Navigator model.
Key responsibilities	• MUST NOT provide legal advice. • Support victim survivors of sexual violence to understand and exercise their rights, and support them to navigate justice, compensation, and recovery options.



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	• Provide trauma-informed, specialist, practical support to victim-survivors, including impartial and accurate information about their rights and entitlements. • Engage in case planning, intervention, review, and closure processes for clients. • Provide support and information to secondary victims such as children, friends and family members (with the consent of victim survivor). • Build the capacity of other professionals and sectors to work with and advocate for victim survivors of sexual violence. • Work collaboratively with existing legal supports, local Aboriginal Community Controlled Organisations and other services in Victoria, including facilitating warm referrals to services that can support victim survivor's healing and recovery. • Lead and maintain engagement with local Aboriginal communities and Aboriginal Community Controlled Organisations to embed cultural safety within service provision, with a focus on continuous improvement and minimising cultural load for ACCOs. • Work collaboratively with, but independently from, justice agencies and professionals to progress the needs and preferences of victim survivors. • Translate complex legal terminology and processes into language that victim survivors can understand. • Advise and participate in continuous improvement activities to improve the operation of justice and other systems from the perspective of victim survivors of sexual violence. • Contribute to the development, refinement, and distribution of practical navigation resources, toolkits, and client information materials, while actively supporting project evaluation activities and data collection. • Proactively establish and strengthen local inter-agency networks, collaborative forums, and referral pathways to enhance system navigation for victim survivors of sexual violence. • Lead and facilitate project working groups, steering activities, and operational sub-committees as required by the Project Control Group (PCG) to drive pilot initiatives.
Key Selection Criteria	• Relevant tertiary qualifications in social work, psychology, counselling, law or other related discipline. • Demonstrated experience and skills in supporting survivors of sexual violence, with a strong knowledge of the dynamics of such violence, and the social and legal context in which it occurs. • Demonstrated experience and knowledge of the provision of a service based on an intersectional feminist, rights advocacy, violence and trauma informed practice framework. • Excellent communication (verbal and written), negotiation and advocacy skills.



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	• Strong understanding of Victorian justice and recovery service offerings and how to negotiate and advocate with multiple service systems to support the needs of clients and their families. • Demonstrated experience and expertise in trauma-informed practice, preferably in a similar trauma recovery context or another area of trauma-focused service provision. • Demonstrated experience conducting psychosocial assessments and risk assessments of adults and families. • Ability to work collaboratively and within a cross-cultural context including working with other services and professionals. • A strong understanding of intersectionality and how to work accessibly and effectively with victim survivors who experience increased barriers to safety and justice. • An ability to work collaboratively with, but independently from, justice agencies and professionals to progress the needs and preferences of victim survivors. • Demonstrated experience in project management, facilitating working groups, and leading multi-agency network development or sector capacity-building initiatives. • Proven ability to deliver high-level secondary consultation to external professionals and build clear, collaborative cross-agency referral pathways. • Demonstrated capability to balance client-facing responsibilities with strategic project deliverables, resource development, and evaluation processes.
Specialist expertise/experience	• An understanding of the services available to victim survivors of sexual assault • Experience in navigating the legal system • Proficient trauma informed practice • Advance ability to work well with other service providers • Experience in project coordination, stakeholder engagement, and leading working groups within health, legal, or community sectors. • Expertise in resource design, secondary consultation frameworks, and contributing to service delivery evaluation or research.
Pre-employment checks	All appointments require: • Reference checks • National criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) • Pre-employment misconduct screening • Working with Children Check both for Victoria and New South Wales



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	• Current Driver's Licence • Evidence of the Right to Work in Australia.
Cultural safety in the workplace	MSAU-MDVS recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively. MSAU-MDVS also recognises and supports the role of all staff in providing a culturally safe work environment and ensuring culturally safe professional practice.
Conditions of Employment	Salary and conditions are in accordance the SCHADS AWARD 2010. Salary Packaging is offered with this position. Monthly RDO accrual for full time employees based on their 40-hour working week. All offers of employment are subject to a satisfactory Criminal History Check, Working with Children's Check NSW & Vic and current Driver's Licence. All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will be asked to participate in an Annual Performance Review. Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____