

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Justice Navigator
<b>STATUS</b>	Fixed Term Full-Time (until 30 June 2028)
<b>LOCATION</b>	Burnie
<b>DATE</b>	February 2026
<b>REPORTS TO</b>	Therapeutic Services Manager
<b>AWARD</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Level 6

### ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault, and for children and young people who use harmful sexual behaviours. We also develop and deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport and Burnie and through outreach locations across the North and North West Tasmania. Laurel House is partnering with the Tasmanian Government in the delivery of the North and North West Arch centres (multidisciplinary centres) for victim-survivors of sexual harm. Laurel House delivers the specialist programs for children and young people who have displayed harmful sexual behaviours in North and North West Tasmania. Our team also provides community education programs focused on the prevention of sexual harm and on supporting parents, carers and service providers to better respond to disclosures of sexual violence. Laurel House is funded by the Australian Government to specifically build capacity of the workforce who support victim-survivors with disabilities to recognise and respond to disclosures of sexual harm, and to assist people with disabilities to understand their rights and responsibilities within relationships. Laurel House is a child safe organisation committed to upholding the rights of children and young people and amplifying their voices.

### PURPOSE OF THE ROLE

The Justice Navigator role exists to walk alongside victim-survivors of sexual violence as they define, pursue and experience justice in ways that are meaningful to them, supporting safety, choice, dignity and agency throughout their journey.

The role is funded by the Australian Government in response to recommendations of the Australian Law Reform Commission (ALRC) report on Reforming Justice Responses to Sexual Violence, which identified the need for independent, trauma-informed navigation and advocacy to address the barriers that often prevent victim-survivors from accessing justice on their own terms.

Delivered in formal partnership with Women's Legal Service Tasmania (WLST) in the delivery of the Tasmanian Sexual Violence Legal Service, the Justice Navigator works alongside legal, counselling and community services to support victim-survivors to understand their rights, options and

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pathways – including legal, restorative and non-legal responses – while maintaining clear boundaries between advocacy, counselling and legal representation.

Victim-survivors are often required to navigate complex and fragmented systems at times of significant vulnerability. The Justice Navigator provides consistent, trauma-informed and culturally safe support to reduce this burden, support informed decision-making, and enable victim-survivors to engage only to the extent and in the ways that feel right for them.

Justice Navigators do not define justice for victim-survivors. Instead, they act as trusted advocates and guides, helping victim-survivors to remain centred, supported and informed as they pursue justice as they describe it, while also contributing insights to improve justice responses over time.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### Victim-Survivor Advocacy and Support

- Provide independent, trauma-informed, culturally safe and client-led advocacy to victim-survivors of sexual violence.
- Support victim-survivors to articulate what justice, safety, accountability and healing mean to them.
- Assist victim-survivors to explore options without pressure to engage with any particular pathway.
- Support informed choice, autonomy and agency at all stages of engagement.
- Conduct risk assessments in collaboration with victim-survivors to develop and review safety plans including, but not limited to, their own mental health and wellbeing, personal safety from their perpetrator and safety in engaging with legal, justice and redress services/systems.

#### Justice Navigation and Pathway Support

- Provide clear, accessible information about justice-related options, including:
  - Legal pathways
  - Restorative and alternative justice options
  - Victims' rights, protections and entitlements
  - Compensation and financial assistance schemes
  - Other specialist and mainstream services
- Support victim-survivors to prepare for, attend or engage with justice-related processes if and how they choose.
- Reduce re-traumatisation by supporting coordination, continuity and choice in engagement.
- Assist victim-survivors to step back, pause or change direction as their needs and priorities evolve.

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### **Partnership and Coordination**

- Work collaboratively with Laurel House's other services including the crisis responses, Arch, therapeutic services and our Lived Experience Engagement Program.
- Work collaboratively with Women's Legal Service Tasmania (WLST) and other legal partners to support coordinated, trauma-informed responses.
- Maintain effective working relationships with counselling services, police, courts, health services, housing and community organisations.
- Support warm referrals and shared understanding across services while maintaining clear professional boundaries.
- Advocate for victim-survivor needs within multidisciplinary and cross-sector contexts.

### **Case Management and Documentation**

- Maintain accurate, timely and confidential case records in accordance with Laurel House policies and funding requirements.
- Ensure informed consent and transparent communication regarding information sharing and confidentiality.
- Monitor changes in risk, safety and support needs over time.
- Contribute to program data collection, reporting and evaluation activities.

### **Systemic Learning and Improvement**

- Identify recurring barriers, gaps and risks experienced by victim-survivors across justice and service responses.
- Contribute insights to service improvement, partnership development and broader advocacy efforts.
- Participate in reflective practice, supervision and continuous learning.
- Actively participate in the evaluation of the Sexual Violence Legal Service including Justice Navigation.
- Support Laurel House's commitment to survivor-led, trauma-informed systems change.

### **PERSONAL QUALITIES AND ATTRIBUTES**

- Approachable, calm and respectful manner.
- High standard of ethics, integrity and confidentiality.
- Strong emotional intelligence and relational skills.
- Ability to sit alongside distress, uncertainty and ambiguity.
- Strong commitment to equity, cultural safety, lived-experience leadership and intersectional feminist practice.
- Ability to manage competing priorities, maintain professional boundaries and exercise sound judgement in complex situations.
- Commitment to continuous learning, supervision and reflective practice.
- Resilient, adaptable and collaborative.
- Ability to work both independently and as part of multidisciplinary/multi-agency partnerships.

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### SELECTION CRITERIA

The nominated position objective and duties contained in this position description must also be used to assist in the interpretation of these selection criteria.

#### Essential Criteria

1. Demonstrated experience providing trauma-informed, survivor-centred support or advocacy to victim-survivors of sexual violence, family violence and/or complex trauma within a community or service-based setting.
2. Demonstrated ability to support victim-survivors to understand their rights, options and pathways, and to make informed decisions that reflect their own definitions of justice, safety and accountability.
3. Demonstrated knowledge of, or capacity to rapidly develop understanding of, justice-related pathways relevant to sexual violence, including legal, restorative and non-legal options, and the impacts these processes can have on victim-survivors.
4. Strong advocacy, interpersonal and communication skills, with the ability to work respectfully and collaboratively with victim-survivors, colleagues and partner organisations across multiple systems.
5. Demonstrated ability to manage sensitive information with discretion, sound judgement and integrity, including clear understanding of confidentiality, consent and information-sharing obligations.
6. Demonstrated experience managing complex caseloads, including undertaking risk assessments, safety planning, documentation and follow-up in a timely and accountable manner.
7. Strong written and administrative skills, including the ability to maintain accurate case records, contribute to reporting requirements and use digital systems to support service delivery and evaluation.
8. Demonstrated commitment to trauma-informed, intersectional feminist practice, including working respectfully alongside lived experience, promoting equity and cultural safety, and contributing to survivor-led, values-aligned service delivery.

#### Desirable Criteria

1. Experience working in a not-for-profit community-based organisation.
2. Experience working in multidisciplinary or partnership-based service settings, including collaboration with legal services, health services or justice agencies.
3. Experience supporting victim-survivors from diverse or marginalised communities, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disabilities, or people in regional or rural areas.
4. Knowledge of restorative justice approaches or alternative accountability pathways in the context of sexual violence or related harm.
5. Lived experience as a victim-survivor and/or experience of marginalisation, with the capacity to apply this insight respectfully and professionally within a trauma-informed workplace.

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### **OTHER POSITION REQUIREMENTS**

- Must hold Australian citizenship be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- A current Registration to Work with Vulnerable People Card.
- A satisfactory National Police Certificate.
- Current driver's licence.
- Regular intrastate travel will be required to fulfill the duties of this role.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks as requested by your supervisor and as necessitated by the development of this role and the development of the business.

### **LAUREL HOUSE'S COMMITMENT TO DIVERSITY**

Laurel House values the expertise, lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, LGBTIQ+, migrant, culturally and linguistically diverse, and people with disability. Applicants from these groups are strongly encouraged to apply, as are people with parenting or caring responsibilities.

### **STATEMENT OF COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE**

Laurel House is a Child and Youth Safe Organisation. We have a zero tolerance for child abuse and have systems to protect children and young people from abuse. We take all allegations and concerns very seriously and respond to them consistently in line with our policies and procedures. We actively work to listen to and empower children and to providing an inclusive and safe environment for all children and young people. In particular, we are committed to promoting cultural safety and to ensuring that the diverse needs of children and young people are met.

### **POSITION DESCRIPTION APPROVAL**

Kathryn Fordyce  
Chief Executive Officer  
Date: February 2026