**Women’s Legal Service NSW**

**Position Description**

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| **Position: Community Access Officer - Indigenous Women’s Legal Program** | **Location:** Dubbo  Or Sydney Office: Lidcombe |
| **Salary Range:** $33,011 - $38,101 p.a. (salary packaging available)    **Status:** 12 monthsFixed term  **Hours:** 35 hrs per week | **Salary Level:** Linked to the SCHADS Award  WLS NSW Enterprise Agreement Grade 3 |
| **Supervisor** | **Accountability Structure** |
| **Responsible to:**  Senior Community Access Officer/  Executive Officer | **Board of Management**  EO  Senior Community Access Officer Worker IWP  Community Access Officer |
| **Role and Context of Position** | |
| Women’s Legal Service NSW promotes access to justice through the provision of legal services, law reform and community legal education, particularly for women who are disadvantaged by their social and economic circumstances. The role of WLS is to foster legal and social change to redress inequalities experienced by women.  This is a temporary position to assist with the planning and organisation of a conference for Aboriginal women to be held at Lake Burrendong, near Dubbo, in October 2018.  This project will strategically work with Aboriginal & Torres Strait Islander women in regional NSW that have been identified as having high legal need with the aim of improving their access to justice. The position is based within the Indigenous Women’s Program of WLSNSW. This position will be required to work closely with the staff of the Indigenous Women’ Program and the Aboriginal women’s Consultation Network at WLSNSW.  The Community Access Officer is directly involved in the following components of the Project:   1. Ongoing development work with local Aboriginal communities and workers who have contact with Aboriginal women experiencing family violence to enhance their ability to respond appropriately and advocate effectively in partnership with other services. 2. The development of legal information workshops for Aboriginal women in the community about legal options, reporting family violence and options for responding to systemic failures. 3. The development of appropriate resources to support the work. 4. The evaluation of the project.   The role may involve travel to rural and remote areas by car or small aircraft. | |
| **Supervision (as per WLS policy)** | |
| As per WLS policy. Documented bimonthly supervision meetings to monitor and provide support with a focus on:   * Debriefing * Accountability * OH & S * Training and development | |

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| **Organisation Expectations** | | |
| This section describes expectations that apply to all employees regardless of their role. | | |
| **Expectation** | **Tasks** | **Evidence Guide** |
| **1. Governance and Accountability** | All employees will   * 1. Adhere to the WLS NSW Constitution, philosophy, policies and procedures including state & federal legislation, funding body service agreements, and industry standards   2. Write and complete work plans in line with the WLS outcomes.   3. Prepare a monthly progress report on outcomes   4. Document work in line with required standards   5. Undertake data collection   6. Perform all reasonable duties requested by the EO or Principal Solicitor.   7. Undertake a yearly performance appraisal   8. Attend supervision sessions | Demonstrated:   * 1. Familiarity with and application of all relevant regulations and standards   2. Appropriate monthly reports prepared and submitted.   3. Work plans in place and appropriate.   4. Communications clear and effective.   5. All set duties carried out. |
| **2. Teamwork** | All employees will:   * 1. Attend staff, team and casework meetings when required   2. Contribute to WLS planning relevant to own work.   3. Contribute to a positive and cooperative work environment   4. Follow through on commitments   5. Contribute to housekeeping tasks   6. Note and discuss areas for process improvement   7. Act to support volunteers, management and other staff members | Demonstrated:   * 1. Effective working relationships with other staff.   2. Appropriate contributions to meetings   3. Appropriate contributions to planning activities.   4. Supportive behaviour towards other staff and volunteers.   5. Adapted to and/or suggested improvements to work processes. |
| **3. Development** | All employees will:   * 1. Participate in required training and ongoing professional education | Demonstrated:  3.A Improvements in skill or knowledge from development opportunities. |
| **4. Work Health And Safety** | All employees will:   * 1. Understand the WH&S Policy, and how they can participate and support the implementation of WH&S Policy | Demonstrated:  4.A Ability to identify safety hazards, report & document incidents or exercise duty of care. |
| **Position Expectations** | | |
| **Expectation** | **Tasks** | **Evidence Guide** |
| **1. Area: Networking and Project Development**  **Outcome:** Working partnerships are developed with key Aboriginal communities and workers across the targeted regions who can assist with ensuring that the project is accessible to Aboriginal women. | * 1. To develop partnerships with appropriate regional and local services and communities to facilitate the success of the project.   2. To liaise with other services to organize local area workshops and other activities for both service providers and women in the community. | Demonstrated:  1.A Appropriate communities are identified and encouraged to participate.  1.B Workshops are organized  1.C Monthly reports are provided.  1.D Appropriate records maintained. |
| **2. Area: Service Provision & Resource Development**  **Outcome:** To increase the awareness of Aboriginal women and key service providers in the community about legal options in relation to experiences of family violence across the selected regions in a human rights framework. | * 1. To assist in the design and development of appropriate community legal education for the project.   2. To assist in the development and implementation of community legal education for Aboriginal women experiencing family violence.   3. To assist in the development of appropriate legal information resources for the Project.   4. Regularly liaise and network with the CLE officer and other WLS solicitors to assist with client referrals.   5. To follow up with Aboriginal clients as required regarding appropriate non-legal referrals.   6. Regularly report to the IWP Senior Community Access Officer/ Executive Officer regarding progress.   7. Represent WLS NSW at conferences and relevant meetings as directed.   8. Other activities as required. | Demonstrated:  2.A Input into community legal education  2.B Input in the development of resources  2.C Numbers of clients assisted appropriately.  2.C Participation in project activities. |
| **3. Area: Evaluation of Project**  **Outcome:** To evaluate the outcomes of the project. | 3.1 To participate in the development of  appropriate evaluation tools for the  project.   * 1. To gather and compile feedback from services, workers and community members who participated in the project.   2. To monitor resources distributed and number of contacts by service providers.   3. Ensure data is available to external funding bodies and WLS, and prepare data reports as requested. | 3.A Input into development of evaluation tools  3.B Use of evaluation tools  3.C All data delivered on time and in appropriate formats |

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| **Selection Criteria** |
| **Community Access Officer**   1. Demonstrated experience in workshop facilitation and resource development. 2. Demonstrated oral and written communication skills. 3. Demonstrated experience in community education. 4. Computer literacy. 5. Demonstrated capacity to consult with Aboriginal women and develop strong networks. 6. Capacity to consult with women from a culturally and linguistically diverse background. 7. Ability to organize and prioritise a range of tasks. 8. Demonstrated ability to work cooperatively in a team environment.   **Senior Community Access Officer**   1. Understanding of and commitment to social justice issues for women, particularly those experiencing economic and social disadvantage and lack of access to legal services. 2. Understanding of cross cultural issues particularly as they affect Aboriginal and Torres Strait Islander women and their families experiencing domestic violence, sexual assault or family break down   Being an Aboriginal woman is a Genuine Occupational Qualification for the purposes of WLS service provision (Sections 14 and 31 Anti Discrimination Act 1977). |

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| **Certification** |
| I have carefully reviewed this Position Description and am satisfied that it fully and accurately describes the requirements of the position **WLS Authorised Officer**  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have read this document and agree to undertake the duties and responsibilities as listed above. I acknowledge this profile is only an indication of tasks and understand that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein, yet within or aligned to my skills set.  **Community Access Officer (IWP)**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Ensure each page of this agreement is initialled) |

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| **Development Date:** | **Review Date:** | **Next Review Date:** |
| July 2013 |  |  |