

**Women's Legal Service NSW
Position Description**

Position: Community Access Officer First Nations Women's Legal Program	Location: Sydney Office: Lidcombe
Salary Range: \$65,984.92 - \$87,611.51 (\$36 - \$48 per hour) Status: Permanent Hours: 21 or 28 hours per week	Award: Linked to the Social, Community, Home Care & Disability Services Industry Award 2010 Salary: WLS NSW Enterprise Agreement Grade 3 or Grade 4
Supervisor	Accountability Structure
Responsible to: Senior Community Access Officer	Board of Management ↓ Executive Officer ↓ Senior Community Access Officer ↓ 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.

The aim of the First Nations Women's Legal Program (FNWLP) is to provide services that best meet the needs of Aboriginal and Torres Strait Islander women.

The role requires travel to rural and remote areas in NSW by car or small aircraft on a regular basis.

Grade 3

The primary role of the FNWLP Community Access Officer is to facilitate First Nations women's access to Women's' Legal Service throughout NSW. She oversees the operation and promotion of the First Nations Women's Legal Contact Line. The FNWLP Community Access Officer supports the Aboriginal Women's Consultation Network.

Grade 4

In addition, an officer appointed at Grade 4 may be expected to supervise project staff and administer the program, as well as undertake projects, conduct consultations, develop networks and advocate for the needs of First Nations women.

Transition from Grade 3 to Grade 4

As per WLS Transition policy. The transition from Grade 3 to Grade 4 is not automatic.

To achieve promotion to Grade 4, the Officer must meet the Additional Selection Criteria and meet all organisational and position expectations of Grade 4.

Supervision (as per WLS policy)
<p>As per WLS policy. Documented bimonthly supervision meetings to monitor and provide support with a focus on:</p> <ul style="list-style-type: none"> • Debriefing • Accountability • Workplace Health & Safety • Training and development

Organisation Expectations		
This section describes expectations that apply to all employees regardless of their role.		
Expectation	Tasks	Evidence Guide
1. Governance and Accountability	<p>All employees will</p> <ol style="list-style-type: none"> 1.1 Adhere to the WLS NSW Constitution, philosophy, policies and procedures including state & federal legislation, funding body service agreements, and industry standards 1.2 Write and complete work plans in line with the WLS outcomes. 1.3 Prepare progress reports on outcomes 1.4 Document work in line with required standards 1.5 Undertake data collection 1.6 Perform all reasonable duties requested by the EO or Principal Solicitor. 1.7 Work outside ordinary business hours may be required 1.8 Undertake a yearly performance appraisal 1.9 Attend supervision sessions 	<p>Demonstrated:</p> <ol style="list-style-type: none"> 1.A Familiarity with and application of all relevant regulations and standards 1.B Appropriate reports prepared and submitted. 1.C Work plans in place and appropriate. 1.D Communications clear and effective. 1.E All set duties carried out.
2. Teamwork	<p>All employees will:</p> <ol style="list-style-type: none"> 2.1 Attend staff, team and casework meetings when required 2.2 Contribute to WLS planning relevant to own work. 2.3 Contribute to a positive and cooperative work environment 2.4 Follow through on commitments 2.5 Contribute to housekeeping tasks 2.6 Note and discuss areas for process improvement 2.7 Act to support volunteers, management and other staff members 	<p>Demonstrated:</p> <ol style="list-style-type: none"> 2.A Effective working relationships with other staff. 2.B Appropriate contributions to meetings 2.C Appropriate contributions to planning activities. 2.D Supportive behaviour

		<p>towards other staff and volunteers.</p> <p>2.E Adapted to and/or suggested improvements to work processes.</p>
<p>3. Development</p>	<p>All employees will:</p> <p>3.1 Participate in required training and ongoing professional education</p>	<p>Demonstrated:</p> <p>3.A Improvements in skill or knowledge from development opportunities.</p>
<p>4. Work Health and Safety</p>	<p>All employees will:</p> <p>4.1 Understand the WHS Policy, and how they can participate and support the implementation of WHS Policy</p>	<p>Demonstrated:</p> <p>4.A Ability to identify safety hazards, report & document incidents or exercise duty of care.</p>

Position Expectations		
Expectation	Tasks	Evidence Guide
<p>1. Area: Networking and Project Development</p> <p>Outcome: Working partnerships are developed with key First Nations communities and workers across the targeted regions who can assist with ensuring that the project is accessible to First Nations women.</p>	<p>1.1 To develop partnerships with appropriate regional and local services and communities to facilitate the success of the project.</p> <p>1.2 To liaise with other services to organize local area workshops and other activities for both service providers and women in the community.</p>	<p>Demonstrated:</p> <p>1.A Appropriate communities are identified and encouraged to participate.</p> <p>1.B Workshops are organized</p> <p>1.C Monthly reports are provided.</p> <p>1.D Appropriate records maintained.</p>
<p>2. Area: Service Provision & Resource Development</p> <p>Outcome: To increase the awareness of First Nations 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.</p>	<p>2.1 To assist in the design and development of appropriate community legal education.</p> <p>2.2 To assist in the development and implementation of community legal education for First Nations women experiencing family violence.</p> <p>2.3 To assist in the development of appropriate legal information resources.</p> <p>2.4 Regularly liaise and network with the CLE officer and other WLS solicitors to assist with client referrals.</p> <p>2.5 To follow up with First Nations clients as required regarding appropriate non-legal referrals.</p> <p>2.6 Regularly report to the Senior Community Access Officer regarding progress.</p> <p>2.7 Represent WLS NSW at conferences and relevant meetings.</p> <p>2.8 Other activities as required.</p>	<p>Demonstrated:</p> <p>2.A Input into community legal education</p> <p>2.B Input in the development of resources</p> <p>2.C Numbers of clients assisted appropriately.</p> <p>2.D Participation in project activities.</p>

<p>3. Area: Project Evaluation</p> <p>Outcome: To evaluate the outcomes of FNWLP projects.</p>	<p>3.1 To participate in the development of appropriate evaluation tools.</p> <p>3.2 To gather and compile feedback from services, workers and community members who participated in IWLP activities</p> <p>3.3 To monitor resources distributed and number of contacts by service providers.</p> <p>3.4 Ensure data is available to external funding bodies and WLS, and prepare data reports as requested.</p>	<p>Demonstrated:</p> <p>3.A Input into development of evaluation tools</p> <p>3.B Use of evaluation tools</p> <p>3.C All data delivered on time and in appropriate formats</p>
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Selection Criteria

<p>Essential:</p> <p>Grade 3:</p> <ol style="list-style-type: none"> 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 ability to work cooperatively in a team environment. <p>Grade 4:</p> <ol style="list-style-type: none"> 6. Demonstrated capacity to consult with First Nations women and develop strong networks. 7. Capacity to consult with women from a culturally and linguistically diverse background. 8. Ability to organize and prioritise a range of tasks. 9. Understanding of and commitment to social justice issues for women, particularly those experiencing economic and social disadvantage and lack of access to legal services. 10. Understanding of cross cultural issues particularly as they affect First Nations and Torres Strait Islander women and their families experiencing domestic violence, sexual assault or family break down <p>Being a First Nations woman is a Genuine Occupational Qualification for the purposes of WLS service provision (Sections 14 and 31 <i>Anti-Discrimination Act 1977</i>).</p>
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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 (FNWLP)

Name: _____ Date: _____

Signature: _____ (Ensure each page of this agreement is initialled)