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| **Position: Aboriginal Support Worker - WWLS** | **Location: Dubbo** |

**Award:** Social, Community, Home Care and Disability Award 2010 (SCHADS)

**Status:** Full-time, 35 hours per week subject to ongoing funding.

**Work Hours:** 9am to 4.30pm (30 min lunch break)

**Salary:** As per SCHADS Award Level 3 +5%. Fringe benefits packaging available

**Conditions:** Probationary period six (6) months

**Responsible to:** Principal Solicitor, Executive Officer, Management Committee

Overview

Western NSW Community Legal Centre (WNSWCLC) is a not-for-profit non-government organisation with a community led volunteer Management Committee (the Committee). It was established in 1996 after identifying a gap in access to legal services for female victims of crimes; in particular domestic and family violence. Over 20 years the centre has built up a legal delivery program that sees it helping people experiencing disadvantage people across a large region. It employs a number of staff who work in a collaborative and respectful team environment. It is based in Dubbo NSW but outreaches monthly to numerous communities including Nyngan, Bourke, Brewarrina, Cobar, Walgett, Lightning Ridge and Coonamble.

WNSWCLC also provides a specific domestic violence legal and casework service to female victims of family and domestic violence. This is known as Western Women’s Legal Support. This service employs solicitors and caseworkers who provide legal and non-legal holistic help to its clients.

WNSWCLC promotes access to justice:

* For people within its region who experience disadvantage by their social, cultural and economic circumstances by providing free, accessible and high quality legal services.
* By conducting law reform and community legal education.

The Aboriginal Support Worker is accountable as follows in ascending order:

* The Principal Solicitor;
* The Executive Officer;
* The Management Committee.

Role Summary

The Aboriginal Support Worker is responsible for the delivery of services within the specialist domestic violence unit, Western Women’s Legal Support (WWLS).

The Aboriginal Support Worker will work collaboratively to develop initiatives aimed at preventing domestic and family violence, community awareness raising and community capacity building of women experiencing, or at risk of, domestic violence.

The Aboriginal Support Worker will help build meaningful and trusted connections between the Centre’s legal services and local Aboriginal and Torres Strait Islander community. This includes supporting Aboriginal clients with non-legal assistance, facilitating referrals to non-legal services, networking, building strong partnerships with interagencies and local organisations and supporting the Centre to provide a culturally appropriate environment and service.

The Aboriginal Support Worker will also participate in the southern outreach trip, on a regular basis, including overnight stays.

The Aboriginal Support Worker will take a community development approach working alongside and engaging respectfully with cultural identity, communication protocols and social networks within communities. Working from this community guided framework requires a flexible approach and the ability to be responsive to the pace and needs of individual communities.

Duties and Responsibilities

**1. Non-legal support to clients**

1.1. Work with Aboriginal and Torres Strait Islander clients of the Centre to provide non-legal support and assistance with forms and paperwork.

1.2. Develop a comprehensive understanding of local support services and support warm referrals to those services to assist clients with non-legal issues.

1.3. Keep a record of referrals made, assistance provided and non-casework activities including relevant demographic data.

1.4 Provide non-legal support to clients during appointments, where required.

**2. Community Liaison and Education**

2.1. Work to provide connection, information and support to the Aboriginal and Torres Strait Islander community to build knowledge, trust and confidence to use existing services and the justice system to their benefit.

2.2. Attend culturally specific community events and participate in stalls with other Centre staff including for NAIDOC week.

2.3. Work closely with relevant interagencies and organisations, to promote the work of the Centre.

2.4. Support the solicitors and community legal education workers to promote our community education program to local Aboriginal and Torres Strait Islander organisations.

**3. Accessibility and cultural safety**

3.1. Assist the Centre to ensure that our services are client focussed and appropriate for Aboriginal and Torres Strait Islander clients.

3.2. Provide input on Aboriginal and Torres Strait Islander specific initiatives, pamphlets and legal self-help tools such as factsheets, community education resources and social media.

3.3. Provide input on the Centre’s Cultural Safety Plan.

3.4 Organise internal cultural activities or events.

**4. General**

a) Commitment through action and behaviour to WNSWCLC values

b) Comply at all times with WNSWCLC policies and procedures in force

c) Work cooperatively as part of a multi-disciplinary team, working together to achieve the strategic direction of the organisation

d) Contribute as required to the development, implementation and updating of WNSWCLC policies and procedures

e) Collect data and prepare reports in accordance with the requirement of Western NSW Community Legal Centre Inc and the funding body

f) Preparation of monthly reports to the Management Committee

g) Work in accordance with established Work Plan

h) Attend staff meetings, work plan meetings and planning days

i) Assist in the general administration of the centre (eg answer the phone, make client appointments etc)

j) Travel independently or with other staff to rural and remote areas of Orana, Central and Western NSW and Sydney, involving overnight stays

k) Assist with development and presentation of culturally appropriate promotional material

l) Provide practical assistance to identified Aboriginal and Torres Strait Islander people to access WNSWCLC services

m) Undertake other duties as required from time to time

n) Strictly comply with the centre’s Information Barrier policy and procedures.

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Employee Name Witness Name

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Signature Signature

Date ……………………………. Date…………………………….

SELECTION CRITERIA

Essential

1. Demonstrated ability to work effectively and sensitively with Aboriginal and Torres Strait Islander communities.

2. Demonstrated understanding of, and commitment to, social justice and community development.

3. Excellent oral and written communication skills, including computer skills.

4. Demonstrated ability to work co-operatively in a multi-disciplinary team.

5. Demonstrated ability to use initiative and manage competing priorities.

5. Ability to develop strong networks.

6. Current NSW Driver’s Licence.

Desirable

1. Experience working in a Community Legal Centre or other service focused on social justice issues.

2. Certificate III in Community Services (or relevant course of study) or willingness to undertake.