



## POSITION DESCRIPTION & SELECTION CRITERIA

### Indigenous Community & Project Officer Top End Women's Legal Service Inc.

Position Title	Indigenous Community & Project Officer
Location	Darwin
Salary	Social, and Community Services Industry Award 2010 (SCSIA) Award, Level 4 Salary sacrificing is available
Hours	30 – 38 per week (negotiable)
Contact Person	Vanessa Lethlean, Managing Solicitor
<b>Application Closing</b>	<b>Extended to 4pm on Friday 24 November 2017</b>

If you wish to apply for the position, please submit a resume and a statement addressing both essential and desirable selection criteria. Send your application to:

Vanessa Lethlean  
TEWLS  
Email: [admin\\_tewls@clc.net.au](mailto:admin_tewls@clc.net.au)

If you have any questions, please feel free to contact Caitlin Wride on (08) 8982 3000 or at [admin\\_tewls@clc.net.au](mailto:admin_tewls@clc.net.au)

### ***Position description***

TEWLS is a community legal service providing legal services, including legal advice, casework and community legal education, to women in the Top End. We also work to improve the law.

As a part of our Indigenous Women's Project (IWP), our staff attend Bagot, Belyuen, Knuckey's Lagoon, Acacia and Palmerston Indigenous Village. We also attend the Darwin Prison on a regular basis. We are keen to strengthen existing relationships, as well as expand our outreach locations.

The Indigenous Community and Project Officer (ICPO) will be a crucial part of our provision of a culturally appropriate service to Indigenous women in town, local Aboriginal communities and Darwin prison. The ICPO will be often be the initial contact between clients and the service and provide ongoing support to clients thereafter.

The Indigenous Community and Project Officer reports to the Managing Solicitor, and will:

1. Liaise and network with Indigenous organisations and individuals;
2. Provide advice and support to other TEWLS staff in the planning and delivery of community based activities;
3. Foster collaboration and co-operation between TEWLS and communities;
4. Attend communities with other TEWLS staff;
5. Conduct field enquiries on behalf of other TEWLS staff;
6. Refer clients to other services where appropriate;
7. Conduct community legal education activities as required;
8. Assist in the development of culturally appropriate promotion materials for TEWLS;
9. Ensure a high level of confidentiality is maintained at all times;
10. Provide administrative assistance as required;
11. Represent TEWLS at community meetings as required;
12. Participate in staff meetings and other TEWLS planning activities
13. Undertake professional development as required by the service.
14. Carry out other reasonable duties as requested.

### ***Selection criteria***

This position requires an organised and self-motivated individual who has an understanding of Aboriginal and Torres Strait Islander culture. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Please address the selection criteria in your application.

#### ***Selection Criteria Essential***

1. Knowledge and understanding of contemporary Indigenous culture and society in the Top End;
2. Good written and oral communication skills with a particular ability to communicate with Indigenous Australians;
3. Demonstrated ability to work with minimal supervision in undertaking tasks and the initiative to address challenges;
4. Demonstrated experience in liaising with other agencies, and developing networks and contacts in associated services;
5. Demonstrated negotiation and conflict resolution skills;
6. Ability to work as part of a small team and meet deadlines without supervision;
7. A current 'C' Class driving licence with manual driving experience.

#### ***Selection Criteria Desirable***

8. A general understanding of the legal system in the Northern Territory and how it relates to Aboriginal people;
9. Ability to plan and deliver legal information and education;
10. Formal studies or qualifications in education, counselling, law or a related field.