



Queensland Indigenous
Family Violence Legal Service

Legal Support Officer (Identified Position)

About Us

QIFVLS is a state-wide Community Legal Practice with offices across 5 regions in Queensland. We are a not-for-profit organisation that provides free legal services, including court and tribunal representation, welfare support, advocacy and community education to Aboriginal and Torres Strait Islander victims of family violence and/or sexual assault.

Please note, that to perform this role, it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person and is therefore a genuine occupational requirement under section 25, 104 and 105 of the Anti-Discrimination Act 1991 (Qld).

About the role

The Legal Support Officer is responsible for delivering holistic support services that underpins better outcomes in their clients' related legal matter. Addressing their emotional and social needs, performing risk assessments to support the safety of clients.

Guided by the Legal & Case Management Practice Standards, your duties will include, but are not limited to:

- Provide high-quality legal administration support to assist the legal team;
- Attend, participate and present to forums in a manner consistent with QIFVLS standards;
- Maintain accurate and relevant client records;
- Networking and liaising with community organisations;

The person we seek will be personable, caring and possess excellent organisation skills. A current open drivers' licence is mandatory for this position, along with willingness to provide a national police clearance and eligibility to apply successfully for a Queensland Working with Children Check (Blue Card). Full training is provided for this position, including the opportunity to participate in nationally recognised formal qualifications through Case Management Standards Australia.

Working at QIFVLS

Benefits of working at QIFVLS:

- Optional salary sacrifice scheme
- 5 weeks paid annual leave
- Employee Assistance Program
- Travel to rural and remote Qld with generous Travel Allowance
- Full uniform
- Study opportunities

QIFVLS acknowledges that this position is funded by the Australian Government through the National Indigenous Australians Agency.

To apply, send a cover letter and your resume to hr@qifvls.com.au, please use the words "**Legal Support Officer Cairns**" in the subject line.

Closing Date: 20th September 2019.