



Aboriginal Family
Violence Prevention
& Legal Service Victoria
Standing Firm Against
Family Violence

FVPLS VICTORIA POSITION DESCRIPTION

USE OF POSITION DESCRIPTION	
1. New appointment to this position; and/or 2. During the position holder's Performance and Development Planning and Review	
POSITION DETAILS	
POSITION TITLE	Paralegal Support Worker
FULL TIME EQUIVALENT	1.0 FTE
EBA/AWARD CLASSIFICATION AND LEVEL	Not Applicable
REPORTING STRUCTURE	Reports to Senior Lawyer and PRINCIPAL LEGAL OFFICER
POSITION DIMENSIONS (BUDGET)	Not Applicable
PURPOSE - Why does this position exist?	
<p>This is a designated position established as a special measure pursuant to sections 12 and 28 of the <i>Equal Opportunity Act 2010</i> (Vic). Applications for this position are open to female candidates only. Preference will be given to women of Aboriginal and Torres Strait Islander descent. FVPLS Victoria has been granted an exemption to employ women only in this role pursuant to section 44 of the <i>Sex Discrimination Act 1984</i> (Cth). (Australian Human Rights Commission, <i>Notice of Grant of a Temporary Exemption</i>, granted on 6 August 2013).</p> <p>To provide legal assistance and facilitate access to justice for Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.</p> <p>FVPLS Victoria's legal services include advice, representation and advocacy in the areas of:</p> <ul style="list-style-type: none"> • child protection; • family violence intervention orders; • family law; • victims of crime assistance; and <p>subject to capacity, other civil matters arising from clients' experience of family violence, such as: police complaints, housing, Centrelink, child support and infringement matters.</p> <p>The service model we operate</p> <p>FVPLS Victoria operates a culturally safe, trauma informed, holistic and intensive client service model. Clients are assisted by - lawyers and paralegal support workers to access a variety of legal, social, psychological, cultural, health and other support services to address their complex needs and issues.</p>	
RESPONSIBILITIES	
<p>Administration</p> <ul style="list-style-type: none"> • Under supervision of a Lawyer, assist with legal administration tasks, including: preparation of legal documents and correspondence, maintaining legal files including archiving, making appointments, report preparation, booking Barristers and assisting in the preparation of Briefs; obtaining quotes and invoices relevant to the conduct of a legal file. • Reception duties; Client assessment and Intake, answering the phone, collection and posting mail, accurate entry and maintenance of client databases; preparation of grants of aid using ATLAS. 	



Accountability

- Comply with FVPLS Victoria's Service Standards, policies and procedures and with the directions of relevant team leaders and managers
- Attend training relevant to the support of Aboriginal victims/survivors of family violence and sexual assault
- Attend supervision as directed
- Undertake occasional travel, including regional or overnight, to support the work of FVPLS Victoria as required
- Other duties as directed.

Client support

- Provide support to clients when reporting crimes to police or attending the Children's, Magistrates' or Family/Federal Circuit Courts; provide client support at relevant Case Planning meetings
- Prepare and administer Flexible Support Packages; undertake Family Violence risk assessment in accordance with the common risk assessment framework
- Assist clients to access counselling and refer clients to other local services that support survivors of family violence and sexual assault
- Advocate for clients and attend appointments with clients as necessary
- Facilitating client engagement in the activities and services operating out of the Koori Women's Hub
- Provide information and other support, as required.

Networking, Liaison and Community Outreach

- Promote FVPLS Victoria by maintaining effective contact with relevant stakeholders, engaging with clients at outreach locations; participating in representative forums and other relevant community events
- Assist in the education of mainstream service providers about the barriers faced by Aboriginal women and their children in accessing the justice system and associated services

Community Legal Education

- In conjunction with the lawyers and other staff, assist in the development and delivery of community legal education workshops and publications
- Support the implementation of community development projects.
- Support and assist FVPLS Victoria Early Intervention and Prevention programs including Sisters Day Out, Dilly Bag, and Young Luv programs.

DECISION MAKING AUTHORITY

Recognise when to involve / escalate issues to the lawyer, Senior Lawyer, and the Principal Legal Officer.

KEY INTERACTIONS

Internal:

Colleagues, Lawyers, Senior Lawyers & Principal Legal Officer

External:

Clients and members of the Aboriginal community, Community Organisations, Government Agencies, Courts, other legal and non-legal Professionals

QUALIFICATIONS



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<p>Essential: NA</p>	<p>Desirable: Qualification in paralegal studies, legal administration, or related discipline</p>
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EXPERIENCE & SKILLS	
<p>A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting these societies, including family violence, sexual assault, family law and care and protection of children as well as the underlying contributing factors.</p> <p>Experience or the capacity to gain experience in the provision of case management/support in the area of family violence/sexual assault or other crisis response, including knowledge of relevant service providers.</p> <p>Excellent communication skills both written and verbal , including the ability to communicate well with people interviewing skills in the context of working with victims/survivors</p> <p>Prioritising time and work in a high volume work area to meet competing demands, with conflicting and critical deadlines, in order to maintain a high quality output</p> <p>Contributing to the team environment and adapting to changing priorities as needed</p> <p>Computer literacy, including the use of legal and/or case management databases and proficiency in the use of MS Outlook, MS Word and Excel</p> <p>The ability to prepare clear, concise and well-presented written material</p> <p>A current driver's licence is essential. Some out-of-hours and/or overnight travel may be required</p>	<p>Desirable: Experience working with Aboriginal and Torres Strait Islander people or people from CALD backgrounds.</p> <p>Demonstrated experience in paralegal work, or related field, or demonstrated knowledge or experience of family violence, child protection or family law systems.</p>
TECHNICAL COMPETENCIES	
<p>Intermediate PC skills, including strong familiarity with MS suite of tools.</p>	
GENERIC COMPETENCIES	
<p>Excellent verbal and written communication skills</p> <p>Well developed interpersonal and organisational skills, including active listening, working cooperatively within a team; liaison with peers, legal professionals and clients; task and client focussed; problem-solving skills and initiative.</p>	



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ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee Signature: _____

Name: _____

Date: / /

Direct Manager Signature: _____

Name: _____

Date: / /