



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

### **Paralegal Support Worker – (Full-Time)**

We have an exciting opportunity that has arisen in our Melbourne office to become an integral member of the legal practice team.

#### **Key Accountabilities and Responsibilities:**

- Provide information and support to clients in relation to family violence and court processes and when reporting crimes to police or attending court
- Assist clients to access counselling and refer clients to other local services that support survivors of family violence and sexual assault
- Assist clients to access Family Violence Flexible Support Packages
- Assist with legal administration tasks, including providing reception duties and client intake
- Meet and liaise with our relevant stakeholders and travelling to outreach locations. You will also attend and participate in the delivery of Community Legal Education activities

#### **Salary & Conditions:**

The salary for the position will be a range between \$47,000 - \$58,000 base per annum depending on experience, which will be pro-rated.

- 17.5% leave loading per annum which will be pro-rated
- Gross Salary Packaging up to \$30,000 pro-rated

#### **Application Procedure:**

**This is a designated position established as a special measure pursuant to sections 12 and 28 of the *Equal Opportunity Act 2010 (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 *Sex Discrimination Act 1984 (Cth)*. (Australian Human Rights Commission, *Notice of Grant of a Temporary Exemption*, granted on 6 August 2013).**

All applications must address the Key Selection Criteria; include a CV and two professional referees. Only applications addressing the key selection criteria will be considered. **Applications close Friday 11<sup>th</sup> August 2017.** Please apply directly to Sue Sharma (Human Resources Manager) at [ssharma@fvpls.org](mailto:ssharma@fvpls.org). Please refer to our website ([www.fvpls.org](http://www.fvpls.org)) for further organizational information, position description, and further enquiries regarding this position, contact Sue Sharma, HR Manager on 03 9244 3333. We strongly encourage people from Aboriginal and Torres Strait Islander background.