



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 – Melbourne
FULL TIME EQUIVALENT	1.0 FTE
EBA/AWARD CLASSIFICATION AND LEVEL	Not Applicable
REPORTING STRUCTURE	Reports to <b>Lawyer and PRINCIPAL LEGAL OFFICER</b>
POSITION DIMENSIONS (BUDGET)	Not Applicable
PURPOSE - Why does this position exist?	
<p><b>This is a designated position established as a special measure pursuant to sections 12 and 28 of the <i>Equal Opportunity Act 2010 (Vic)</i>. 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 (Cth)</i>. (Australian Human Rights Commission, <i>Notice of Grant of a Temporary Exemption</i>, granted on 6 August 2013).</b></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"> <li>• child protection;</li> <li>• family violence intervention orders;</li> <li>• family law;</li> <li>• victims of crime assistance; and</li> </ul> <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><b>The service model we operate</b></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><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Under supervision of a Lawyer, assist with legal administration tasks, including preparation of legal documents and correspondence appointments and report preparation.</li> <li>• Accurate and timely data entry using CLASS database</li> </ul> <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Comply with FVPLS Victoria's Service Standards</li> <li>• Attend training as directed relevant to the support of Aboriginal victims/survivors of family violence and assault</li> <li>• Attend supervision as directed</li> </ul>	



- Undertake some travel to support the work of FVPLS Victoria as required

### **Client support**

- Coordination with the lawyer, assess safety and support needs of individual clients of the organisation
- Link clients with appropriate services, and advocate and attend appointments as necessary
- Provide information, support referral and court support to clients
- Assist clients to access flexible support packages

### **Networking, Liaison and Community Outreach**

- Promote FVPLS Victoria by maintaining effective contact with external organisations, participating on representative forums, outreach programs 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 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 Sisters Serenity Retreat

## **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**

### **Essential:**

Certificate 3 in a related discipline

### **Desirable:**

Qualification in paralegal studies or equivalent

## **EXPERIENCE & SKILLS**

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.

### **Desirable:**

Experience working with Aboriginal and Torres Strait Islander people or people from CALD backgrounds.



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<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/sur</p> <p>Prioritising 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 database operation to maintain FVPLS Victoria's client management database (CLASS)</p> <p>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 travel and/or overnight may be required</p>	<p>A minimum of 1-3 years' experience in paralegal work.</p>
<b>TECHNICAL COMPETENCIES</b>	
Intermediate PC skills, including strong familiarity with MS suite of tools.	
<b>GENERIC COMPETENCIES</b>	
High level of collaborating both internally and externally	
Excellent verbal and written communication skills.	