



Position Description – Community Engagement Officer

Position:	Community Engagement Officer
Reports to:	Team Leader – Metropolitan Community Justice Programs
Salary:	CSO Level 3.1 (SCHADS Level 3) - \$60,990 per annum, plus salary packaging and superannuation
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel
Employment type:	Full-time (fixed term until 30 June 2020)
Identified Position:	This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

About us

We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.



Our Values

Cultural Values

Our team commit to remember what we are here for, how our organisation came into being and ensure we are centred in the community. We are an organisation with a community focus for the benefit of the community.

Respect

We advocate for and demonstrate the right of every person to be treated with dignity and respect.

Compassion

We are aware of the issues and challenges facing Aboriginal communities and strive to ensure our organisation is part of resolving those issues and challenges.

Commitment

We believe everyone who works at or with VALS is committed to achieving better justice outcomes for Aboriginal communities.

Hope

We believe we will achieve change for Aboriginal communities. We expect our actions to have a positive impact on Government at all levels.

Integrity

We are steadfast in our adherence to our values. We take every measure to protect our clients' privacy.

We keep our word and stand by our commitments.

About the team

Legal and Client Services

This position will be situated within our Family Violence Support Program, as a part of our wider Community Justice Program.

This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system.

Legal and Client Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs.

The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.

In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.

The Director, with the PLOs ensures all legal standards and CLC Risk Management guidelines are met. The PLO Tasmania Aboriginal Community Legal Service reports direct to the CEO but maintains a functional relationship with this section to ensure collegiate and professional support for delivery of high-quality legal services.



About the position

Overview

The Community Engagement Officer (CLE) is responsible for developing and delivering information events and material, through a variety of mediums.

These events and material will be provided to the Aboriginal and Non-Aboriginal community members and should be focused on providing legal knowledge and information relating around the issue of family violence. This role focuses on:

- Community Development;
- Raising awareness of the VALS's family violence related services;
- Networking with stakeholders;
- Crime Prevention within the community; and
- Pro-actively working towards changing the negative existing perceptions of the Aboriginal community

Key Performance Indicators, Duties & Responsibility

1. Design and delivery community legal education activities tailored to victims and perpetrators of family violence on relevant areas of law such as child protection, intervention orders, family law, housing, debt etc
2. Community engagement at community events including NAIDOC Day, Reconciliation Day, Sorry Day and other community events
3. Overseeing the information brochures and pamphlets to incorporate current legal issues for distribution to the Aboriginal Community on topics related to family violence
4. Ability to draft and read budgets for the events and projects undertaking within the program with the support of the Finance department
5. Administrating the VALS social networking sites and VALS web page
6. Producing a quarterly newsletter, annual report and other publications
7. Assist in the application of funding grants to enable the carrying out of CLE functions
8. Acting as a lobbyist, and where able, assists with support programs that are aimed at addressing some of the issues known to contribute to Aboriginal people coming into contact with the Justice System as a result of family violence
9. Regularly meet and communicate with our stakeholders to develop suitable community legal education activities concerning areas connected to family violence
10. As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training

Key Selection Criteria

1. Demonstrated knowledge of the Victorian legal system
2. Demonstrated experience in a similar role
3. An understanding of the legal issues faced by Victorian Aboriginal communities
4. An in depth understanding of the relationships between the VALS, government agencies and Koori organisations
5. Demonstrated managerial skills and/or qualifications, i.e. Certificate or Diploma in Community Services or Event Management, including the demonstrated ability to delivery community engagement activities
6. Excellent written, verbal communication and interpersonal skills
7. A commitment to and understanding of Victorian Aboriginal culture and community, and the ability to communicate effectively with members of those communities



8. The ability to work in a multi-skilled environment
9. Excellent computer skills

Mandatory Requirements

On offer of this position, you must provide:

- a copy of your current Employee Working with Children card
- a copy of your current Victorian Driver's License
- you will be required to complete a current Criminal History Police Check
- proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation

How to apply

Please send your resume together with a covering letter which addresses the **Key Selection Criteria** (found within the position description) to jobs@vals.org.au

Acceptance on position offer

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____