Central Australian Aboriginal Family Legal Unit Aboriginal Corporation

Position	Community Engagement Worker
Location	Alice Springs (Mparntwe) with some travel to remote communities
Remuneration/ Entitlements	Salary based on experience and relevant qualifications (+ superannuation) Six (6) weeks annual leave plus 17.5 % loading and additional paid leave for end of year closure period TOIL entitlements Access to Salary Packaging Scheme (up to $30,000 per annum). Remote Area Benefits including Annual District Allowance starting at $3,900. Generous training and development opportunities including interstate conference attendance Generous additional leave entitlements Excellent leadership and supportive, collaborative team environment. Regular officer hours and work/life balance. Employee Assistance Program.
Hours of Work	Monday to Friday 8.30am – 5.00pm
Employment Status	Full time, ongoing (subject to funding)
Position Reports To	Chief Executive Officer
How to Apply	Email your cover letter, responses to the key selection criteria and a current resume/ CV to caaflu@caaflu.com.au Applications will be assessed on a rolling basis and will close once a suitable candidate is selected. ***This is an identified position.***
Contact Information	For questions regarding the position please contact caaflu@caaflu.com.au or phone 08 8953 6355

About CAAFLU

Central Australian Aboriginal Family Legal Unit (CAAFLU) is an Aboriginal Community Controlled Organisation (ACCO) providing culturally appropriate, holistic, trauma-informed legal and non-legal support services for Aboriginal and Torres Strait Islander victim-survivors of family, domestic and/or sexual violence (DFSV) – predominantly women. We have offices in Alice Springs and Tennant Creek, and we also provide outreach services in several remote communities including Hermannsburg, Yuendumu, Papunya, Santa Teresa, Harts Range, Ali Curung, Elliott, Mutitjulu, Finke and other communities nearby.

Our primary function is to provide Aboriginal victim-survivors of DFSV, particularly women, with culturally appropriate, high quality, confidential legal advice and casework, court representation, information, assistance, advocacy, support and referrals.

CAAFLU's key areas of law are Domestic Violence Orders (DVOs), Victims of Crime Compensation, Child Protection and Family Law. We also deliver community-led early intervention and prevention programs (EIP), community legal education (CLE) and undertake policy and law reform work. As both a DFV-specific legal service and ACCO, our solutions are specialist and community-led. CAAFLU's governance, leadership team and majority of staff are Aboriginal, mainly women, with connections to both Central Australia and the Barkly region.

Role Purpose

Community Engagement Workers (CEWs) work side-by-side with our Lawyers helping to ensuring cultural safety is embedded in our unique wraparound model of service delivery. This position will

assist with the delivery of culturally appropriate programs and services regarding family violence to Aboriginal families in Central Australia.

Our CEWs provide a wide range of non-legal client support including assistance with housing applications, attending appointments, support/follow up throughout the legal process, arranging interpreters, safety planning and emergency relief (limited). Our CEWs also assist with receptionist and administrative support as needed.

Key Responsibilities

1. Ensure a high level of confidentiality is maintained at all times.
2. Provide support to CAAFLU's Legal team including providing advice to the legal practitioner of cultural issues that may affect client services, applications and outcomes.
3. Provide support to CAAFLU's clients including the provision of preliminary assistance to clients seeking legal advice and explaining the legal processes with regard to family violence. Also attending Court and other agencies (eg Centrelink, Housing) for assistance with transportation, information and advocacy.
4. Provide receptionist and administrative support as required including answering telephone calls, dealing with visitors, maintaining client files and database entries.
5. Manage own workload and meet deadlines.
6. Work independently and as a team member to meet the desired objectives of CAAFLU.
7. Collect statistical information about clients and community work to contribute to the data and reporting.
8. Act in a professional manner upholding the values and policies for the Family Violence Prevention Legal Services (FVPLS).

Key Selection Criteria

ESSENTIAL

1. A strong identification and ability to liaise effectively with Aboriginal people and knowledge of Central Australian Aboriginal communities, culture, laws and traditions.
2. An understanding and empathy with the legal issues faced by the Aboriginal community.
3. A high standard of written and verbal communication and demonstrated commitment to maintain confidentiality.
4. The ability to see an issue and give appropriate information readily.
5. Demonstrate ability to prioritise and manage own work load, meet deadlines and at times work under pressure.
6. Proven ability to work independently or as part of a multi-skilled team to achieve organisational goals and objectives.
7. Ability to adhere to the principles of OH&S, Access & Equity, Confidentiality and other organisational policies.
8. Sound experience in the use of Microsoft computer packages including Outlook and Word.
9. Hold, or have the ability to obtain, a current NT Driver's License and a NT Ochre Card as well as satisfactorily pass a National Police Check and meet Aboriginal Land Permit requirements.

DESIRABLE

1. Some knowledge of the Northern Territory Legal System and the Law with an ability to understand legal concepts.
2. Knowledge of, or the ability to, acquire information regarding family violence issues affecting Aboriginal people throughout Central Australia.