



Aboriginal Community Engagement Officer

Reports to	Circle Green Community Legal - Workplace Respect Project Manager
Direct Reports	Nil
Classification	Level 3 SCHADS Part-time or full-time
Hours	22.5 to 37.5 hours per week

Overview of Organisations

Aboriginal Legal Service WA (ALSWA) is a not-for-profit independent government funded organisation working to provide high quality representation and assistance to the Aboriginal community in WA

Our aim is to deliver a quality legal service and education which contributes to participation, empowerment and recognition to Aboriginal and Torres Strait Islander peoples throughout WA.

ALSWA has 11 offices across regional WA and practices in the areas of criminal, civil, human rights, and family law, as well as law reform, community legal education, the Custody Notification Service, Youth Engagement Program, Bail Support Service (metro and Broome), and the Work and Development Permit Service.

This position will be an employee of Aboriginal Legal Service WA but be based most of the time (on secondment) at Circle Green Community Legal.

Circle Green Community Legal (Circle Green) is a community legal centre providing workplace, humanitarian, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

ALSWA and Circle Green are working together to deliver the Workplace Respect Project ed to reduce the prevalence and impact of workplace sexual harassment and discrimination in Western Australia by delivering legal services and community education.

Position Objective

The Aboriginal Community Engagement Officer will be responsible for engaging and building relationships within the community, ensuring increased engagement with the Project, and building organisational capacity to ensure access, equity, and inclusion of Aboriginal people in a culturally appropriate way.

This position will require some outreach work to local community groups across Western Australia which may include overnight stays.

Please note **Aboriginality** is a genuine qualification for this position as per section 50(d) of the Equal Employment Opportunity Act 1984.

Responsibilities

Client Engagement

- Provide support to clients who identify as Aboriginal or Torres Strait Islander through the intake and triage process, legal advice, further assistance, and case management.
- Link clients into appropriate ongoing community services, including culturally specific, mental health, social support, and health services
- Act as an advocate for individual or groups of clients who identify as Aboriginal or Torres Strait Islander as appropriate.

Community Engagement and Legal Education

- Be the key point of contact to develop relationships with potential clients, organisations, and communities.
- Provide a community development approach to build and support relationships with Aboriginal Community Controlled Organisations, communities and stakeholders
- Assist to determine community legal education needs as it relates to the Project.
- Contribute to the development and promotion of community legal education initiatives and resources.
- Facilitate and present community engagement, education, and support opportunities.
- Working within a team to coordinate and present at remote community programs; including the ability to travel to these communities

Administration and Reporting

- Inform Project service design and delivery.
- Assist in preparing both internal and external reports.
- Undertake project-related tasks and contribute to project management
- Maintain client records and client data bases as required.
- Assist in tasks shared by all staff.
- Assist in training of new staff and volunteers when required.

Team Responsibilities

- Follow ALSWA and Circle Green policies and procedures, and act in accordance with each organisation's mission and values.
- Participate in ALSWA and Circle Green team meetings, planning, and review activities.
- Willingness and ability to travel to regional, rural, and remote areas of Western Australia to provide outreach services.
- Carry out other duties, consistent with the role, as directed by the ALSWA Director of Legal Services and Circle Green Project Manager.

Selection Criteria

Experience

- Demonstrated commitment human rights and social justice issues.

Skills

- Demonstrated ability to communicate effectively with Aboriginal people and to work with Aboriginal people with an appropriate level of cultural understanding, empathy, and sensitivity.
- Good communication and interpersonal skills, written and verbal.
- Ability to prioritise and manage workload to meet timeframes, with competing demands, and within job-related expectations.
- Well-developed interpersonal skills with the ability to develop collaborative partnerships.
- Ability to work as part of a team, as well as self-motivated to work independently.
- Well-developed IT skills, with experience using Microsoft products and databases.
- A current driver's license.