POSITION DESCRIPTION

**Solicitor**

**NORTH AUSTRALIAN ABORIGINAL FAMILY LEGAL SERVICE – ABORIGINAL CORPORATION**

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| Position Title | Solicitor |
| Location | Darwin |
| Salary | To be negotiated  Whilst NAAFLS remains fringe benefit tax exempt the employee will be entitled to fringe benefits to the value of 30% of salary or the fringe benefit tax exemption threshold. |
| Contact Officer | Natalie Maher – Practice Manager |
| Closing Date | 14 July 2017 |

Submitting your application

Your application must be received no later than 4pm on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Practice Manager to submit your application after the closing date. Applications must include a copy of your resume or curriculum vitae and a document addressing both the Position Specific and the Generic Selection Criteria.

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| **E-mail Address** | nmaher@NAAFLS.com.au |
| **Postal Address** | PO Box 43104  Casuarina NT 0811 |
| **Hand Delivery**  **Address** | 32 Dripstone Road  Casuarina NT 0810 |
| **Facsimile** | (08) 8927 5942 |

**North Australian Aboriginal Family Violence Legal Service**

**(NAAFLS)**

NAAFLS is a government funded Aboriginal organisation and NACLC accredited community legal service. We provide professional, comprehensive and culturally safe assistance and advice to Aboriginal and Torres Strait lslanders living in remote Top End communities, and in particular, those who have been exposed to family violence and sexual assault.

NAAFLS is based in Darwin and Katherine and provides an outreach visiting service to 44 Communities in the Top End, including Wadeye, Borroloola, Lajamanu, Kalkarindji, Maningrida, Nhulunbuy, Galawinku, Milikapiti, Wurrumiyanga, Pirlangimpi, Angurugu, Alyangula, Numbulwar, Milyakburra, Jabiru, Oenpelli, Nauiyu, Yarralin, Timber Creek, Amanbidji, Ngukurr, Minyerri, Barunga, Beswick, Belyuen, Adelaide River and Pine Creek.

NAAFLS works in accordance to the Family Violence Prevention Legal Services “Operational Framework”. Services available to clients include:

1. Legal advice and casework assistance in areas relating to Family Violence, Care and Protection of Children, Victims of Crime Compensation, Family Law, Wills, Superannuation, Housing and Debt Management.
2. Information support and referral services.
3. Community Legal Education.
4. Family Violence intervention and prevention initiatives.
5. Law Reform.

NAAFLS is seeking an enthusiastic and self-motivated person to join a challenging work environment. You will deal with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives.

PRIMARY RESPONSIBILITIES

1. Improve understanding of Australian Law through education and community engagement.
2. Provide quality legal advice and assistance to Aboriginal & Torres Strait Islander clients on legal matters consistent with the operational framework.
3. Consult and support community initiatives to reduce the incidence of family violence in Aboriginal and Torres Strait Islander communities.
4. Liaise with agencies providing services for women, children and male survivors of family violence.
5. Maintain electronic client files using Mfiles and CLSIS.
6. Participate in the development of systems to enable monitoring, evaluation and collection of statistical data.
7. Assist in the promotion of the service throughout the wider community.
8. Contribute where appropriate to NAAFLS Annual Report, evaluations and other reports required by NAAFLS.
9. Participate in staff meetings, workshops and planning sessions as required.
10. Undertake cultural awareness and other training as directed.
11. Other duties as directed.

SELECTION CRITERIA

Position Specific Selection Criteria

You should demonstrate:

1. You hold, or are eligible to hold, a practising certificate in the Northern Territory.
2. You have a current driver’s licence.
3. An ability to provide legal advice and assistance on legal issues relating to DVOs, Family Law, CINOP, Crimes Compensation, Wills, Superannuation and Debt Management.
4. A sound understanding of all types of litigation processes relevant to the areas of practice offered by our Service.
5. An understanding of legal and social issues particularly relevant to Aboriginal and Torres Strait Islander people living in remote communities in the Top End.
6. Capacity to assist in providing an accessible and culturally sensitive Legal Service to our clients.
7. Capacity to work in a multi-disciplinary team.
8. Capacity to develop effective working relationships with our client base, members of remote Top End Communities, other service providers and stakeholders.
9. Availability to undertake overnight travel to remote communities, up to 2 trips per month of up to 4 days per trip.

GENERIC SELECTION CRITERIA

1. Ability to think strategically.
2. Ability to achieve results.
3. Ability to develop productive working relationships.
4. Demonstrated personal drive and integrity.
5. Ability to communicate effectively.
6. Demonstrated experience utilising the Microsoft Office Suite.
7. Willingness and capability to undertake own administrative tasks.