



NAAFVLS

**Solicitor /
Community Legal Education**

North Australian Aboriginal Family Violence Legal Service (NAAFVLS) is a non-government Aboriginal organisation offering legal services and support to victims of family violence and sexual assault.

We are looking for a well organized, self-motivated Solicitor to coordinate our Legal Education Program, which provides education on Family Violence to remote communities in the Top End. In addition to these duties you will provide legal advice to clients in matters relating to Family Violence.

Written applications should be forwarded no later than 21 June 2013 to:

Natalie Maher
Practice Manager
PO Box 43104
Casuarina NT 0811
nmaher@naafvls.com.au
Ph: 08 8923 8208

Male and Female Aboriginal & Torres Strait Islanders are strongly encouraged to apply.

POSITION DESCRIPTION
Community Legal Education Coordinator / Solicitor

NORTH AUSTRALIAN ABORIGINAL FAMILY VIOLENCE LEGAL SERVICE – ABORIGINAL CORPORATION

Position Title	Community Legal Education Coordinator / Solicitor
Location	Casuarina
Salary	To be negotiated Whilst NAAFVLS 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
Responsible to:	Practice Manager
Closing Date	Friday 21 June 2013

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.

E-mail Address	nmaher@naafvls.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 (NAAFVLS)

North Australian Aboriginal Family Violence Legal Service (NAAFVLS) is an independent Family Violence Prevention Legal Service (FVPLS) funded by the Commonwealth Attorney-General's Department, Indigenous Law and Justice Branch, Indigenous Justice and Legal Assistance Division.

NAAFVLS is a community controlled justice, advisory and referral centre for victims of family violence, including sexual abuse. It provides practical assistance and emotional support to people seeking to deal with the effect of family violence and sexual assault relating to family violence.

NAAFVLS is based in Darwin and Katherine providing an outreach visiting service to Wadeye, Kunbarlanjanja, Angurugu, Nhulunbuy, Nguiu, Pirlangimpi, Milikapati, Ski Beach, Yirrkala, Borroloola, Timber Creek, Ngukurr, Barunga and Beswick remote Aboriginal Communities.

The primary focus of NAAFVLS is to provide a culturally appropriate assistance to Aboriginal and Torres Strait Islander adults and children who are victims of family violence, including sexual abuse. NAAFVLS works in accordance to the Family Violence Prevention Legal Services "Operational Framework". Services available to clients are as follows:

1. Legal advice and casework assistance
2. Counselling to victims of family violence and sexual assault
3. Assistance and support to victims of family violence and sexual assault
4. Child protection and support
5. Information, support and referral services
6. Community awareness and prevention initiatives
7. Referral to mediation services, and
8. Referral to perpetrator programs

NAAFVLS 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

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

SELECTION CRITERIA

Position Specific Selection Criteria

1. Eligible for a restricted practising certificate in the Northern Territory.
2. Current driver's licence.
3. Ability to provide legal advice on legal issues relating to family violence.
4. A good understanding of all types of litigation processes, including Applications for Restraining Orders, child protection matters, criminal injuries compensation as they relate to family violence and sexual assault.
5. Demonstrate capacity to provide an accessible and culturally sensitive legal service. Including an understanding of legal and social issues particularly in relation to women and children.
6. Capacity to understand the needs of culturally diverse clients, in particular Aboriginal people in a remote community setting.
7. Capacity to work in a multi disciplinary team.
8. Capacity to develop effective working relationships with Aboriginal people and in particular Aboriginal women living in remote communities.
9. Understanding, or capacity to gain understanding, of issues relevant to the legal needs of Aboriginal people and in particular Aboriginal women in communities.
10. Willingness 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. Experience in using computers
7. Willingness and capability to undertake own administrative tasks