



## Position Description

---

**Position Title: Paralegal – Katherine Office**

---

**NAAFLS** is a government funded Aboriginal organisation and NALC accredited community legal service. We provide professional, comprehensive and culturally safe assistance and advice to Aboriginal and Torres Strait Islander people living in remote Top End communities, and in particular, those who have been exposed to domestic and 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, Galiwinku, Milikapiti, Wurrumiyanga, Pirlangimpi, Angurugu, Alyangula, Numbulwar, Milyakburra, Jabiru, Oenpelli, Nauiyu, Yarralin, Timber Creek, Amanbidji, Ngukurr, Minyerri, Barunga, Beswick, Belyuen, Adelaide River and Pine Creek.

### **Indigenous Advancement Strategy (IAS) Safety and Wellbeing Program:**

The Indigenous Advancement Strategy (IAS) Safety and Wellbeing Program provides culturally sensitive assistance to Indigenous victim-survivors of family violence and sexual assault.

It does this through the provision of:

- legal assistance and casework,
- client assistance and court support,
- counselling,
- information and referral services,
- community engagement,
- law reform and advocacy,
- early intervention and prevention, and
- community legal education.

### **Our Vision**

To become the national leader for the culturally appropriate and holistic service delivery of Legal Services under the Indigenous Advancement Strategy, Safety and Wellbeing program to remote communities.

### **Our Mission**

NAAFLS will continue to provide holistic and culturally appropriate legal services and support to Indigenous victims of family violence living on remote Indigenous communities in the Top End of the Northern Territory.



## **Policy and Law Reform:**

NAAFLS plays an active role in seeking to bring about positive changes to substantive and procedural law around family violence. We make regular submissions to the Department of Prime Minister and Cabinet and the Northern Territory Government on alternate approaches to tackling family violence in communities. Our solicitors and field officers liaise with stakeholders and residents of communities to identify means of improving the effectiveness of the justice system in dealing with family violence.

We are committed to working towards holistic and culturally appropriate legal responses to family violence.

---

### **Location:**

Katherine

---

### **Responsible to:**

Principal Lawyer (PL)

---

### **Staff reporting to this position:**

NIL

---

### **Responsible for:**

Delivering quality Paralegal Support, including:

- Provide high-level administrative and secretarial support to solicitors
- Proactively assist solicitors and clients with legal matters including, but not limited to, completion of superannuation documents, crimes compensation claim forms and other legal documents under the supervision of a solicitor and the Principal Lawyer

---

### **Employment type / leave conditions:**

Full time (76 hours per fortnight) plus six week's annual leave.

---

### **Salary Package:**

Above award salary and generous salary packaging benefits are available.

---

### **Position reviewed:**

April 2019

---



### **Key Responsibilities:**

1. Maintain electronic client files using M-Files and CLASS.
2. Provide high-level administrative and secretarial support to solicitors.
3. Proactively assist solicitors and clients with legal matters including, but not limited to, completion of superannuation documents, crimes compensation claim forms and other legal documents under the supervision of a solicitor and the Principal Lawyer.
4. Liaise with agencies as required.
5. Maintain electronic client files using M-Files and CLASS.
6. Participate in the development of systems to enable monitoring, evaluation and collection of statistical data.
7. Assist under the supervision of the PL with the provision of community legal education and materials.
8. Undertake cultural awareness and other training as directed.
9. Other duties as directed by Principal Lawyer.



## SELECTION CRITERIA

### Position Specific Selection Criteria

1. Knowledge and experience in administrative procedures, including records management.
2. Knowledge and experience working in legal related areas (with demonstrated legal skills being a distinct advantage).
3. Sound organisational skills and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes.
4. An understanding of confidentiality.
5. Demonstrated capacity to work under pressure and in a team environment.
6. The capacity and willingness to work effectively within a multi-disciplinary team environment.
7. Ability to develop effective working relationships with Aboriginal and Torres Strait Islander people, particularly those living in remote communities, other service providers and stakeholders.

### Generic Selection Criteria

1. Ability to think strategically, communicate effectively and achieve results.
2. Ability to develop productive working relationships, work in a multi-disciplinary team and assist in leading others.
3. Demonstrated personal drive and integrity in achieving designated targets and outcomes.
4. Excellent communication skills with a variety of stakeholders.
5. Computer knowledge and Experience, including Microsoft Office Suite.
6. Willingness and ability to obtain a Federal Police Clearance / Working with Children (OCHRE) Card.
7. Ability to work independently, maintain punctuality and meet organisational and team goals.