



Victorian Aboriginal Community Services Association Ltd.

JOB DESCRIPTION

Position:	Local Justice Worker – Northern Metropolitan Region
Location:	496 High Street, Northcote
Hours:	Full Time 37.5 Hours per week
Classification Award:	Community Development Worker – Level 4
Contract Period:	12 month position with possibility of extension
Reports to:	Chief Executive Officer
Supervision	Day to Day Supervision - Team Leader – Homelessness & Local Justice
Travel	Occasional statewide travel is a requirement of the position

OUR ORGANISATION

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal Community issues. VACSAL is a community based, community controlled organisation, comprising representatives from Koori organisations across the State. As well as having an advisory role, VACSAL delivers and manages a range of critical community services across Victoria.

POSITION SUMMARY

The local Justice Worker acts as liaison between the Victorian Aboriginal Community Services Association Limited (VACSAL) and Koori's who are on mandated community work or who have outstanding fines. The Local Justice Worker assists these clients to meet the requirements of their community based orders and to advocate for service access and provision with the aim of optimising the outcomes for individuals on justice orders. Further the person in this role will implement prevention programs and offer support to enhance the best outcomes for offenders.

KEY RESULT AREAS

- 1 The priority of people/groups who are intended to benefit most from this program are:
 - 1.1 Koori offenders, over the age of 18
 - 1.2 Koori community members serving CCO's
 - 1.3 Koori community members who have fines and warrants
 - 1.4 Paroles
 - 1.5 Koori offenders, transitioning back into the community after a period of incarceration
 - 1.6 Women
 - 1.7 18-24 year olds (dual track offenders) and
 - 1.8 Community member being impacted by family violence

- 2 Provide support to Koori offenders and clients to complete mandated community work through:
 - 2.1 Establishing relationships with CCS workers
 - 2.2 Identify culturally appropriate work sites for Koori offenders
 - 2.3 Where necessary, assist in the establishment of culturally appropriate work sites for Koori offenders
 - 2.4 Provide support and referrals to clients with complex care needs where appropriate
 - 2.5 Develop and deliver educational materials on the importance of completing mandated work orders
 - 2.6 Where appropriate, attend the regional specific Case Management meetings
 - 2.7 Attend internal case meetings
 - 2.8 Keep accurate and current case notes relating to each client, and
 - 2.9 Record outcomes ensuring that necessary statistical data is accurately recorded in the templates provided by Department of Justice and Regulation.

- 3 Provide support to Koori clients to finalise fines and warrants in partnership with the Sherriff's Office and staff through:
 - 3.1 Contributing to the development of positive relationships between the local Koori community, the Sheriff's office and Victoria Police
 - 3.2 Liaise with Sheriff Office and staff to promote options available to finalise fines
 - 3.3 Develop and deliver educational materials on the importance of organising the finalising of fines and warrants
 - 3.4 Provide support an referrals to clients with complex care needs where appropriate
 - 3.5 Keep accurate and current case notes relating to each client, and
 - 3.6 Record outcomes ensuring that necessary statistical data is accurately recorded in the templates provided by Department of Justice and Regulation.

- 4 Improve the collaboration and coordination between justice services and service delivery by:
 - 4.1 Participate in a Local Program Steering Committee (LPSC) through identifying relevant stakeholders
 - 4.2 Provide administrative support to scheduling and undertaking quarterly meeting of the LPSC
 - 4.3 Attend and participate in the local RACJAC meetings
 - 4.4 Attend and participate in the local LAJAC meetings
 - 4.5 Liaise and network with other Aboriginal organisations and agencies to promote the Local Justice Worker Programs
- 5 Attend and participate in staff, partner organisation and community meetings.
- 6 Liaise with police and other persons within the justice system to ensure delivery of a culturally relevant service.
- 7 Provide activity reports as set with the program guidelines, attend staff meetings as required, participate in ongoing training and staff development, and act at all times in a professional manner, upholding the organisation's core values.
- 8 As directed by the Team Leader or Manager, undertake other duties which are incidental and peripheral to the main task, provided that such duties are reasonably within the employee's skills, competence and training.
- 9 Assist with VACSAL community events such as Naidoc activities, sports carnivals etc.
- 10 Attend VACSAL In Service and AGM annually.
- 11 Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your supervisor sessions.
- 12 Attend bimonthly supervisor sessions.
- 13 Ensure you have a sound knowledge of all VACSAL programs.

KEY SELECTION CRITERIA (KSC)

Mandatory KSC:

- Knowledge and understanding of Koori history culture and issues affecting the Victorian Koori community.
- A demonstrated knowledge of the Victorian legal system.
- An understanding of the legal issues faced by Victorian Aboriginal communities.
- Excellent communication and interpersonal skills.
- The ability to work in a multi-skilled environment and to prioritise and organise effective workflow.
- The ability to work within a team as well as independently.
- Computer skills.
- Current Working with children's check.
- Current National police check.
- Current Victorian Driver's License.

Other Relevant Information:

- After hours work may be required
- The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.
- Aboriginal and Torres Strait Islander applicants are encouraged to apply.

Applications for this position must include the following:

- 1 Written cover letter that outlines why the applicant believes that he/she would be suitable for this position.
- 2 Detailed Curriculum Vitae that outlines educational and employment background, which must also include at least 3 referees.
- 3 A detailed response to the Key Selection Criteria.
- 4 Applications for this position close on **16th April, 2021**. Applications must reach VACSAL office by close of business that day.
- 5 **It is a mandatory requirement that all successful applicants will be required to provide a current Working with Children check and a current National Police check.**
- 6 Applications must be marked ***Private & Confidential*** and addressed to:

Linda Bamblett
CEO
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
Email: hr@vacsal.org.au

Further information or questions concerning this position can be directed to Bradley Stephens, Senior Program Manager on (03) 9416 4266 or email bradley.stephens@vacsal.org.au