

POSITION DESCRIPTION

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| Position: | Project Worker (Data Systems) |
| Reports To: | Principal Solicitor |
| Direct Reports: | None |
| Status: | casual (estimated 200 hours) |
| Duration: | until 30 th June, 2021 |
| Current Incumbent: | N/A |
| Location: | inTouch Offices |
| Pay rates: | SCHADS Level 4 + EBA benefits including 3% above award payment + 9.5% Superannuation |

ORGANISATION BACKGROUND

inTouch, the Multicultural Centre against Family Violence, provides services, programs and responses to issues of family violence in refugee and multicultural communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence, we act on multiple levels – individual, relationship and community.

Vision

inTouch's vision is for culturally diverse families to live free from violence.

Purpose

inTouch's purpose is simple and clear – we are committed to changing lives, changing communities for the better.

POSITION SUMMARY

Actionstep is an online legal practice management software for law firms and compliance focused businesses. Actionstep allows workflow automation as well as automatic document generation. The Project Worker will implement the Actionstep Data system and manage the importation of the current data into the new system to support the production of legal centre reports.

The successful candidate will be committed to social justice, be cultural competent with a genuine interest in seeking just outcomes for culturally diverse women and their children experiencing a range of legal issues.

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KEY RELATIONSHIPS

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| Internal | Principal Lawyer Legal Centre Team Executive Manager Client Services Direct Services Team Leaders The incumbent is expected to maintain respectful & effective working relationships with all inTouch Staff |
| External | Actionsteps Team Clients Service providers and Government agencies Community Legal Centers Courts and Court Network |

POSITION ACCOUNTABILITIES

Accountability

- Setting up the ActionStep database to support report generation
- Preparing and sorting documents for data entry
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Creating data backups as part of a contingency plan
- Responding to information requests from authorised members
- Testing new database systems and software updates

Administration

- Word processing of templates of legal documentation;
- Provide reports as requested by Principal Lawyer.

Other

- Other duties as directed by the Principal Lawyer;

PEOPLE MANAGEMENT

N/A

EXTENT OF AUTHORITY

Must gain permission from the Principal Solicitor prior to any purchasing or corresponding on inTouch's behalf.

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KEY SELECTION CRITERIA**Essential**

- Experience in data models and reporting packages
- Computer literacy and familiarity with various computer programs such as MS Office (formal computer training may be advantageous in progressing in this career)
- Attention to detail
- Knowledge of grammar and punctuation
- Ability to work to time constraints
- Ability to analyse large datasets
- Demonstrated understanding of, and sensitivity to, the legal needs of vulnerable clients, such as family violence victim survivors of a culturally and linguistically diverse background.

Desirable:

- Experience working with Actionstep Data system;
- Experience working with people from culturally and linguistically diverse backgrounds;
- Ability to speak a second language;

Personal Attributes

- Ability to take initiative and accept responsibility.
- Team player able to engage people, problem solve and achieve results.
- High ethical standards and values, and ability to act with integrity and confidentiality.
- Genuine interest and commitment to social justice and multicultural values.
- Exhibits cultural competency;
- Energy and enthusiasm;
- Ability to work under pressure.

SPECIFIC RESTRICTIONS/CONDITIONS

Must be physically capable to carry out all duties listed;

Must be available to work afterhours if needed to be able to run the volunteer clinics smoothly;

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies;
- Contribute positively and proactively to team and organisation wide OH&S activities;
- inTouch has a smoke-free workplace policy

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QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation’s audit, contract and registration obligations;
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes;
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience;
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply;
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, international police check (if applicable), drivers licence check, proof of identify, working rights in Australia and qualifications;
- Some travel within Victoria may be required from time to time;
- Signing a Confidentially Agreement is a personnel requirement of inTouch;
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

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PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

To apply, send a short covering letter explaining why you are interested in this position and attach you CV and a brief (2 pages max.) document addressing the key selection criteria.

Email your application to recruitment@intouch.org.au

Applications close on **COB 30th April 2021**

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