



## POSITION DESCRIPTION

<b>Position Title</b>	Legal Assistant - Case Worker
<b>Location</b>	Nhulunbuy Office
<b>SCHADS Award Level</b>	Classification Level 3
<b>Remuneration</b>	Salary \$64,299.04 to \$68,962.40 (value of salary package \$74,070 to \$78,733 dependent on personal circumstances - as a Public Benevolent Institution (PBI) NAAFLS can offer up to \$15,899 per annum of the salary, Tax-free as a fringe benefit (conditions apply).
<b>Hours of work</b>	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
<b>Employment Type</b>	Full-time ongoing position ( <i>subject to funding</i> )
<b>Superannuation</b>	10.0%
<b>Leave Entitlement</b>	6 weeks per annum plus 17.5% leave loading
<b>Reports To</b>	Solicitor - Nhulunbuy
<b>Closing Date</b>	21 September 2021
<b>Special Measures</b>	This position is identified for an Aboriginal and/or Torres Strait Islander person and is intended to constitute a special measure under section 8 (1) of the <i>Racial Discrimination Act 1975 (Cth)</i> , and section 57 of the <i>Anti-Discrimination Act 1996 (NT)</i> .
<b>Information for Applicants</b>	Email applications including a one-page summary sheet outlining how you meet the selection criteria and your current resume/cv to <a href="mailto:hr@naafls.com.au">hr@naafls.com.au</a>
<b>Additional Information</b>	HR & Operations Manager on 08 8923 8200 or email <a href="mailto:hr@naafls.com.au">hr@naafls.com.au</a>

### **Key Duties and Responsibilities:**

1. Work collaboratively with NAAFLS solicitors to develop and implement case plans with Aboriginal and/or Torres Strait Islander clients, including assisting to help clients set and achieve their goals, while identifying evidence that will be meaningful in associated legal cases.
2. Provide a high level of confidential administrative support to the Nhulunbuy solicitor, including client intake, client appointment management and office administrative support.
3. Provide support and guidance to Aboriginal and/or Torres Strait Islander clients, including making referrals to other agencies and scheduling and escorting clients to appointments.
4. Liaise with external organisations and stakeholders as required.
5. Enter and retrieve client information using NAAFLS' electronic file management and statistical information systems, in an accurate and timely manner, always ensuring client confidentiality.
6. Motivate clients to participate in implementation of mandated plans.
7. Support clients during confronting appointments and meetings, such as child, parent, carer meetings and court appearances.
8. Contribute to the ongoing development and maintenance of processes and procedures within the organisation to ensure consistent and accurate services are maintained.
9. Build a positive culture which is aligned with NAAFLS' values and Strategic Plan.
10. Adhere to privacy and confidentiality policies as outlined in NAAFLS' Policies and Procedures.
11. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
12. Undertake other duties as reasonably directed.

### **Selection Criteria:**

#### **Essential**

1. Relevant experience in delivering case work services in an Aboriginal and/or Torres Strait Islander community services environment.
2. Proven ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people in a service delivery environment, including strong relationship building and advocacy skills.

3. Previous experience providing high level of confidential secretarial administrative support in a busy work environment.
4. Strong interpersonal skills to facilitate daily interaction with lawyers, paralegals, staff, clients and stakeholders.
5. Ability to deliver complete, culturally appropriate and individually developed services.
6. Willingness to use your cultural expertise to help shape and enhance service delivery for Aboriginal and/or Torres Strait Islander clients.
7. Demonstrated capacity to work flexibly and possess the ability to manage competing demands.
8. Excellent attention to detail and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes
9. Demonstrated ability using a range of computer programs and databases.
10. Availability to undertake overnight travel to remote communities, up to 2 x 4-day trips per month.
11. Ability to obtain a Working With Children Clearance (WWCC) and undergo a Criminal History Check.
12. Possess a current 'C' Class NT Drivers Licence

***Desirable***

1. Experience in a law firm, law court or a community legal centre.