



# TOP END WOMEN'S LEGAL SERVICE INC.

FREE LEGAL ADVICE FOR WOMEN

Advice | Information | Referral | Advocacy

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## POSITION DESCRIPTION & SELECTION CRITERIA

### Culturally and Linguistically Diverse Client and Community Project Officer

Project funding has been received to provide Legal Health Checks and Legal Education Sessions to Culturally and Linguistically Diverse (CALD) women in the Greater Darwin Region over 15 months (the Project).

This newly created position will work closely with two solicitors with shared learnings, and be part of TEWLS small, energised, collegiate, and high achieving team.

As a part time preferred position, the position could be undertaken during school hours.

Position Title	Culturally and Linguistically Diverse Client and Community Project Officer
Location	Darwin
Salary	Social, and Community Services Industry Award 2010 (SCSIA) Award, Level 3 or 4, commensurate with experience Salary sacrificing is available
Hours	Part time for 12 months preferred, or full time for 6 months
Contact Person	Vanessa Lethlean, Managing Solicitor
<b>Application Closing</b>	Sunday 27 September 2020, 11:59pm

If you wish to apply for the position, please submit a resume and a statement addressing both essential and desirable selection criteria to:

TEWLS Managing Solicitor, Vanessa Lethlean

Email: [admin@tewls.org.au](mailto:admin@tewls.org.au)

Phone: (08) 8982 3000

If you have any questions, please feel free to contact Kara Mills or Vanessa Lethlean on (08) 8982 3000 or at [admin@tewls.org.au](mailto:admin@tewls.org.au)

**Women from culturally diverse backgrounds are strongly encouraged to apply.**

## Position description

TEWLS is a community legal service providing free legal services, including legal advice, casework and representation, advocacy and community legal education, to women in the Top End. We also work to improve the law.

As a part of our CALD Women's Project we are recruiting one lawyer and one Client and Community Project Officer to join our existing team.

The CALD Client and Community Project Officer will be a crucial part of our provision of a culturally appropriate service to CALD women within the Greater Darwin Region. The position will be often the initial contact between clients and the service, and provides ongoing support to clients thereafter.

The position reports to the Managing Solicitor, and will:

1. Establish initial communication and connectivity with clients and stakeholders, in collaboration with other TEWLS staff.
2. Provide services to TEWLS CALD clients under the Project, including Legal Health Checks and legal education activities, in collaboration with other TEWLS staff;
3. Provide TEWLS CALD clients with relevant information about the Project, TEWLS, related service providers, referral points, and relevant assistance;
4. Liaise and network with CALD organisations and individuals, and promote collaborative connectivity;
5. Attend outreach service locations with other TEWLS staff;
6. Conduct project enquiries, including on behalf of other TEWLS staff;
7. Provide advice and support to other TEWLS staff in the planning and delivery of the CALD Project;
8. Assist in the development of culturally appropriate materials for the Project, including for promotion and publication;
9. Ensure a high level of confidentiality is maintained at all times;
10. Provide administrative assistance as required;
11. Represent the Project and TEWLS at meetings as required;
12. Participate in staff meetings and other TEWLS planning activities;
13. Undertake professional development as required by the service;
14. Carry out other reasonable duties as requested.

### *Selection criteria*

This position requires an organised and self-motivated individual who has an understanding of CALD women and communities within the Greater Darwin Region.

Women from culturally diverse backgrounds are strongly encouraged to apply.

### *Selection Criteria Essential*

1. Knowledge and understanding of CALD women and society in the Greater Darwin Region;
2. Good written and oral communication skills with a particular ability to communicate with CALD women;
3. Demonstrated ability to work with minimal supervision in undertaking tasks and the initiative to address challenges;
4. Demonstrated experience in liaising with other agencies, and developing networks and contacts in associated services;
5. Demonstrated negotiation and conflict resolution skills;
6. Ability to work as part of a small team and meet deadlines without supervision;
7. A current 'C' Class driving licence with manual driving experience.

### *Selection Criteria Desirable*

8. A general understanding of the legal system in the Northern Territory and how it relates to CALD women;
9. Ability to plan and deliver legal information and education;
10. Formal studies or qualifications in a relevant field.