



#1711211 - JOB DESCRIPTION

Health Justice Educator

Location	Alice Springs
Position Status	Full-time or Part-time will be considered
Hours of Work	Monday to Friday (8.30am – 5:00pm)
Duration	The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding.
Other Conditions	Due to the nature and requirements of this role, applicants are required to be female.
Apply Online	https://applynow.net.au/jobs/1711211

Salary and Conditions

- A competitive salary is offered depending on relevant qualifications and experience. Generous salary sacrificing is available.
- The Employer pays superannuation at 11%, four weeks annual leave plus an extra two weeks well-being leave and other leave as per National Employment Standards.
- A supportive workplace dedicated to developing employee wellbeing and resilience.
- Excellent training and Professional Development opportunities.
- Relocation expenses are available for interstate candidates as per CAWLS policy.

Accountability

- The Health Justice Educator will report to the Senior Management Team through the Manager, Policy and Education.
- Employment is subject to the completion of a six month probationary period, which may be extended.
- The employee will be subject to an annual performance review linked to objectives set out for the position.

Our Values

Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable

Agency Overview

Central Australian Womens Legal Service delivers a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal matters and other inter-connected issues; providing legal assistance, community legal education, and specialised support services for those affected by domestic violence.

CAWLS operates two Commonwealth funded Specialist Domestic Violence Units/Health Justice Partnerships based in Alice Springs and Tennant Creek. Through these units, CAWLS provides ongoing education and training for health service providers assisting them to identify and respond to disclosures of family violence.

Our objectives are:

- To provide free and confidential legal assistance and wrap-around support;
- To increase legal literacy and understanding through the provision of legal education;
- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;
- To advocate for law and policy reform seeking changes beneficial to our clients.

CAWLS is funded by the Commonwealth Attorney-General's Department, the National Indigenous Australians Agency and the Northern Territory Government.

Primary Objectives

The primary objectives of the role are to;

- Provide first class legal education, training and professional development, online and in person;
- Develop high quality legal education materials suitable for delivery in Health organisations
- Contribute to the continuous improvement of service delivery at Health Justice Partnership sites, including remote outreach sites.
- Liaise with CAWLS Management Team to identify training gaps and opportunities.
- Work with the CAWLS Management Team for the overall success of the service fulfilling obligations pursuant to funding agreements and ensuring the service is compliant with all regulatory bodies.

Key Duties

Education, training and professional development duties

- Plan, design, develop and implement education, training and professional development for health service providers, including through the development of eLearning tools.
- Deliver excellent quality presentations to a diverse range of participants in Northern Territory.
- Occasional travel to Tennant Creek and other outreach locations to deliver training.
- Maintain evaluation processes, ensuring that the learning needs of participants are being met.
- Contribute to the development and delivery of in-house training to CAWLS staff.
- Deliver training to CAWLS Board, volunteers and workers, as part of their induction and on a regular basis.
- Undertake project work, for example implementation of processes and technologies to support internal knowledge management.
- Represent CAWLS at relevant external meetings including Communities of Practice.
- Develop CAWLS content for articles, blogs and social media posts relating to Health Justice Partnerships and education programs.
- Maintain knowledge of relevant current laws.

General duties

The Health Justice Educator must:

- Participate in regular supervision with the Manager, Policy and Education.
- Participate effectively in organisational strategic planning initiatives, policy & procedure development and projects to advance CAWLS.
- Develop and strengthen networks and engage the support and involvement of a range of individuals and organisations to advance CAWLS.
- Constructively assist CAWLS Manager, Policy & Education to develop a joined-up approach to legal education and law reform using community development principles.
- Perform other duties as directed and necessary to the proper performance of the role.
- Facilitate timely and effective referrals to CAWLS HJP Lawyer.
- Data entry on CLASS data collection system.
- Ensure relevant and appropriate records are kept and provide written reports as requested.
- Undertake training/professional development in consultation with the Education & Policy Manager and MPS.
- Monitor and evaluate areas of responsibility in line with performance review and the Centre's organisational planning.

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Hours of Work

The position is offered as a four day per week (30.4 hours) or a full time position (38 hours). Out of hours work will occasionally be required as some training is delivered in the evening. In addition, from time to time, there are meetings, workshops and functions that may be held out of hours.

Selection criteria

Essential:

1. Certificate IV in Training and Assessment (TAA40104 or TAE40110) or equivalent, and/or significant experience in designing and delivering adult group training
2. Demonstrated ability to work autonomously as well as collaboratively in a team environment
3. Demonstrated commitment to meeting the legal needs of disadvantaged groups. Commitment to social justice and equality.
4. Demonstrated understanding of the dynamics of domestic and family violence as it affects women.
5. Demonstrated ability to work with client groups who may be reluctant to disclose legal issues.
6. Demonstrated post-admission experience, or legally-related professional experience, in a broad range of matters, particularly in family law and Family and Domestic violence as well as generalist legal advice.
7. Excellent interpersonal, oral and written communication skills including the ability to communicate with a diverse range of stakeholders in a professional and respectful manner.
8. Highly motivated, with the ability to work well under pressure and prioritise competing demands.
9. Personal commitment to reflection and self-care to build resilience and minimise the impact of vicarious trauma.
10. Current NT Driver's License, NT Ochre Card & Criminal History check (or the ability to obtain) & current COVID-19 vaccination.

(As per the recent announcement from the NT's CHO and in line with CAWLS Workplace Policy, all workers are required to be fully vaccinated against COVID-19 by 24 December 2021.)

Desirable:

- Experience in evaluating training programs and continuous improvement
- Experience in developing training using e-learning methods
- Two years+ post admission experience as a lawyer, or equivalent legally-related professional experience
- Previous experience working in a Community Legal Service or Health Justice Partnership.
- Demonstrated understanding of the health service sector.
- Experience working with people from Culturally and Linguistically Diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.
- Manual Drivers Licence



Information for Applicants

All CAWLS staff and volunteers are required to:

- Support and demonstrate CAWLS values and ethics
- Act at all times in accordance with CAWLS Code of Conduct, confidentiality agreement and policies which may be amended from time to time.
- Comply with CAWLS Work Health Safety Policies and practices
- Support a child safe organisation, undertake a police check prior to commencement and hold a current NT ochre card at all times.
- Participate in yearly performance appraisal.

The application should include a cover letter to address the selection criteria, a detailed resume/CV, and two referees.

Apply online via <https://applynow.net.au/jobs/1711211>

For more information contact: Alice de Brenni
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