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## POSITION DESCRIPTION

# Aboriginal Access Worker

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Position Level	6
Faculty/Division	Law & Justice
Position Number	ADMIN ONLY
Original document creation	May 2021

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### Position Summary

The Aboriginal Access Worker will be required to assist and support Aboriginal and Torres Strait Islander clients in the Kingsford Legal Centre. They will be required to maintain and develop strategies which are culturally sensitive for the Aboriginal clients and promote external links between the Centre and the Aboriginal community. This position requires to attend clinical sites, therefore it is a requirement to obtain full vaccinations as required by the Centre.

The role of Aboriginal Access Worker reports to the Director, Kingsford Legal Centre and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Assist and support Aboriginal and Torres Strait Islander clients access assistance from KLC and provide support to KLC staff, including through professional development to provide a culturally appropriate service to Aboriginal and Torres Strait Islander clients.
- Maintain and develop culturally sensitive access strategies and services for Aboriginal clients, maintain a legal needs analysis of the Aboriginal community that guides this strategy.
- Develop, maintain, promote and extend links between KLC and the Aboriginal community, organisations and service providers including convening KLC's Aboriginal Advisory Group and attend relevant interagency and network meetings.
- Identify the community legal education and legal policy needs of the Aboriginal community and participate in the development delivery of this work to meet this need.

- Supervise and teach law students about working with Indigenous clients and communities through a class each semester.
- Participate in fortnightly staff meetings, attend Quarterly meetings of CLCNSW and other relevant sector meetings.
- Assist in the general day to day administration of the Centre and carry out such other duties as may reasonably be required by the Director of Kingsford Legal Centre.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

### **Skills and Experience**

- Being an Aboriginal or Torres Strait Islander person - this is a genuine qualification under the Anti-discrimination Act Section 14D 1977.
- Relevant experience and/or qualifications either completed or currently studying in areas of community welfare or law.
- Demonstrated ability to work effectively and sensitively with Aboriginal communities, especially in a legal or justice context.
- Proven experience in the development of strategies to improve Aboriginal access to services.
- Demonstrated understanding of and commitment to social justice and community development.
- Excellent oral and written communication skills including computer skills.
- Demonstrated ability to work co-operatively in a multi-disciplinary team.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.