

**Client Intake Supervisor
Aboriginal or Torres Strait Islander identified role**

We are recruiting for a dynamic person who enjoys working in a client facing role to assist people experiencing disadvantage to navigate the legal assistance sector, and to train and mentor law students in client intake. This is an identified role for an Aboriginal or Torres Strait Islander person only.

- Permanent, full time with part time considered.
- Salary and benefits: \$90, 915.85 - \$110,891.28 p.a. (pro rata for part time) depending on qualifications and experience.
- Identified role for Aboriginal and Torres Strait Islander people only

Redfern Legal Centre's intake and reception is a crucial part of our accessibility for people experiencing disadvantage seeking legal assistance. The client intake supervisor oversees legal triage, intake and referral activities of reception in a high volume and demanding environment. This includes supervising and mentoring a team of law students, assisting people experiencing disadvantage to navigate the legal assistance sector and ensuring a culturally safe and welcoming environment. Redfern Legal Centre works closely with First Nations organisations and clients. This client intake supervisor is the first staff member that First Nations clients and community members speak with.

You will have highly developed time management skills with the ability to prioritise work and achieve deadlines, excellent communication skills and experience working with First Nations people and people experiencing disadvantage with an understanding of how to provide an appropriate service that meets their needs.

Redfern Legal Centre is a non-profit community legal centre that promotes social justice and creates change. We provide free legal advice, legal services and education to people experiencing disadvantage in New South Wales. We drive innovation and work to address inequalities in the legal system through policy and law reform. We provide effective and integrated free legal services that are client focussed, collaborative, non-discriminatory and responsive to changing community needs - to our local community as well as state-wide.

There is currently no closing date for applications – please apply as soon as possible. Please see the Redfern Legal Centre website ([link to to job site here](#)) for updates on any closing date.

Your application should be no more than six pages long and must include:

- a cover letter;
- your resume; and
- a statement addressing the **Essential Knowledge Skills and Experience Criteria**

Please send your application to recruitment@rlc.org.au. Enquiries should be directed to Cate Hewett on catherine@rlc.org.au. Redfern Legal Centre is a diverse and inclusive workplace that offers flexible working conditions and supports wellbeing. We require job applicants to be fully vaccinated for Covid-19 or to have a valid medical exemption. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational requirement for this role under s 14 of the *Anti-Discrimination Act 1977* (NSW). This position is intended as a special measure for the purposes of s 8(1) of the *Racial Discrimination Act 1975* (Cth).