



Agency	Northern Territory Legal Aid Commission	Work unit	Social Support
Job title	Community Support Officer	Designation	Administrative Officer 4 (AO4)
Job type	Full Time	Duration	12 Months
Salary	\$73,091- \$83,611 plus superannuation (salary packaging options available)	Location	Katherine
Position number	Supernumerary	Closing	10am Friday, 17 November 2023
Contact Officer	Human Resources on 08 8999 3000 or <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		
About the agency	<a href="http://www.legalaid.nt.gov.au">www.legalaid.nt.gov.au</a>		
Apply online	Please submit applications to <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		

### Information for applicants

To be considered for this position, applicants must attach a resume, a statement addressing the selection criteria (maximum 2 pages), and copies of your relevant qualifications.

### Inclusion and diversity

Legal Aid NT values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

***This is an Identified position and only available to Aboriginal and Torres Strait Islander applicants***

### Context statement

The Northern Territory Legal Aid Commission (Legal Aid NT) is an independent statutory authority established under the *Legal Aid Act 1990 (NT)* (The Act). Our purpose is to ensure that people in the Northern Territory understand their legal rights and disadvantaged people have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

### Primary objective

Under the supervision of the Social Support Practice Lead, this exciting new role will address the barriers to accessing legal and social support services for vulnerable people of the Katherine community. The Community Support Officer (CSO) will align particularly with the Legal Aid NT values of social justice and integrity, and work closely with all staff in the Katherine office to ensure clients accessing the services of Legal Aid NT are supported.

### Key duties and responsibilities

1. Triage, identify and provide culturally appropriate support to clients, including making appropriate referrals to relevant internal and external support services.
2. Provide assistance to solicitors at court, including locating clients and providing information in plain English.
3. Establish meaningful relationships with Legal Aid NT clients, particularly those from Aboriginal and Torres Strait Islander, and other vulnerable backgrounds, to facilitate open communication of their needs and concerns within a culturally sensitive space.
4. Travel to remote communities to attend and assist solicitors at bush court as required, including overnight stays.
5. Work collaboratively with the Practice Lead and the social support team across Legal Aid NT to ensure services are accessible and meet the needs of vulnerable clients, particularly those from Aboriginal and Torres Strait Islander backgrounds.
6. Support the provision of community legal education in the region, ensuring the material being delivered is culturally safe and appropriate.
7. Participate in team meetings, learning and professional development and regular practice supervision.
8. Other duties as required.

### Selection criteria

#### Essential

1. Knowledge and understanding of contemporary Aboriginal and Torres Strait Islander culture and the issues affecting this client group, their families and communities living in the Northern Territory.
2. Ability to work efficiently with limited supervision, utilising initiative and as part of a team with the ability to operate effectively in an environment with competing demands.
3. Demonstrated experience in liaising with other agencies, developing networks and contacts in other associated services such as emergency housing, policing, rehabilitation and community corrections/probation and parole.
4. Good oral and written communication skills including an ability to communicate with vulnerable people, particularly Aboriginal and Torres Strait Islanders.
5. Ability to use a variety of IT software with a high level of attention to detail and accuracy in data entry.
6. Ability to exercise discretion and confidentiality when dealing with sensitive information.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.
8. Availability to regularly travel to remote communities to attend bush court as required.

### **Additional Position Requirements**

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful application must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.
- Applicants must be eligible to receive a permit to travel on Aboriginal lands in accordance with the *Aboriginal Land Rights (NT) Act 1976*.
- 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 *Racial Discrimination Act 1975* (Cth) and section 57 of the *Anti-Discrimination Act* (NT).
- This position requires travel including by car and light aircraft.