

# Mental Health Legal Centre

## Legal Education and Engagement Officer – Western Plains Inside Access

### The role

The Legal Education and Engagement Officer works within our Inside Access Prison Program, including at the Western Plains Correctional Centre. This position is responsible for the coordination, communication, and delivery of the community legal education program. The Legal Education and Engagement Officer will conduct research, coordinate and manage community and correctional development activities, organise events and help promote the visibility of MHLC services.

The Legal Education and Engagement Officer will create and deliver education sessions in various settings, proactively network with key stakeholders, identify systemic issues, and think strategically. A key element of this position is to support the service to identify and respond to the legal educational needs of the community, in particular, those incarcerated at the Western Plains Correctional Centre.

The incumbent will have the opportunity to work collaboratively with correctional services and partners. This is an exciting opportunity for someone with exceptional organisational and communication skills, energy and vision.

### Mental Health Legal Centre Overview

The Mental Health Legal Centre (MHLC) is an independent, not-for-profit, specialist legal centre in Victoria.

For over 35 years, MHLC has delivered accessible legal services to consumers of mental health services and to people who are incarcerated. We deliver community education and advocate for systematic change that enhances the rights of people experiencing mental ill health and deprivation of liberty. Our interdisciplinary team (law, paralegal, and financial counselling) provide a range of innovative services in the community, in treatment facilities and in prisons. We recognise that health and legal issues do not occur in isolation, and we work in partnership with other agencies to provide integrated services that address the needs of some of the most vulnerable members of our community.

### Vision

Mental health: rights, choice, agency

### Purpose

MHLC aims to increase access to social and legal justice for people experiencing mental health and legal issues. A key element of social justice is that everyone is entitled to equal access to opportunities for positive health and well-being. We work within a social model of mental health, recognising that positive mental health is influenced by social factors. We provide interdisciplinary supports including legal assistance, advocacy and financial counselling to address our clients' unmet legal and non-legal needs.

### Principles that underpin our work

All of our services are designed to reduce the barriers to positive mental health.

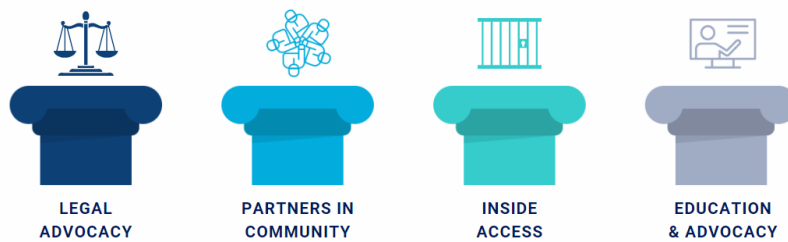


# Mental Health Legal Centre

## Legal Education and Engagement Officer – Western Plains Inside Access

### About the position

The MHLC currently operates under four program pillars:



The Legal Education and Engagement Officer is responsible for coordinating the legal education program in the Inside Access Program and will assist in other MHLC programs as directed.

### About you

You are a Legal Education and Engagement Officer with a passion for human rights and working in partnership with community and stakeholders.

You are able to:

- Work in partnership with community, Corrections, and other stakeholders to promote the work of MHLC;
- Develop strong relationships with other supporting organisations/services; and
- Communicate with clients and stakeholders from diverse backgrounds.

You will be joining an established and cohesive team that has a strong culture of collaboration and a framework of continuous improvement.

### The Offer

- 0.6 FTE (45.6 hours per fortnight)
- SCHADS Level 3/4/5 Award salary subject to skills, experience and qualifications
- Salary packaging

MHLC is an inclusive employer. Aboriginal and/or Torres Strait Islander people, members of the LGBTIQ+ and applicants from culturally diverse communities are encouraged to apply.

# **Mental Health Legal Centre**

## **Legal Education and Engagement Officer – Western Plains Inside Access**

### **Position Description – Legal Education and Engagement Officer**

#### **Key responsibilities**

With supervision and support:

- Develop, plan, prepare and coordinate, under the supervision of the Director of Legal Practice and Western Plains Coordinator, a legal education plan including resources and activities for staff and prisoners in the Inside Access Program, and within the wider organisation where required. Ensure all content meets legal guidelines and is in keeping with MHLC's Brand Guidelines;
- Develop broader awareness within the Inside Access and other MHLC programs of the work of MHLC through a range of initiatives;
- Develop supporting internal and external partnerships and referral pathways to improve engagement and achieve better outcomes for clients and consumers;
- Ensure quality and consistency of delivery of legal education in accordance with MHLC policies;
- Participate in team meetings and debriefing sessions with colleagues;
- Ensure the complete and accurate collection of data; and
- Participate in stakeholder and community meetings as required.

#### **Other roles and responsibilities**

- Comply with policy and procedures and maintain currency through training that relates to legal and regulatory requirements and our ways of working;
- Seek training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager;
- Participate in regular supervision and meet agreed performance indicators and work plan activities;
- Undertake any reasonable additional tasks as directed by management; and
- MHLC is committed to the health, safety and wellbeing of its staff. MHLC and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws. MHLC is committed to safety and wellbeing of all children and young people.

#### **Ways of Working**

- Support colleagues and the team environment, we value debriefing and accessing supports when needed;
- Contribute actively in meetings and staff days – we value your input and feedback helps us improve;
- Maintain organisational values and behaviours with energy, transparency and vision; and
- Support the achievement of the MHLC Strategic Plan, through team planning and work plans.

#### **Performance indicators**

- Perform effectively the duties and responsibilities in your position description with commitment and diligence;
- Approach your work with adaptability and openness to feedback and learning, including seeking out relevant opportunities to support your professional development;
- Use your best endeavours to protect and promote MHLC's interests, reputation and strategic priorities;

# Mental Health Legal Centre

## Legal Education and Engagement Officer – Western Plains Inside

### Access

- Contribute actively to meetings and team discussions - we value your expertise and input;
- Promote a positive culture and support your colleagues. Maintain organisational values and behaviours as outlined within the Code of Conduct, including cultural safety and awareness; and
- Maintain all qualifications, licenses, skills, knowledge and competencies relevant to your employment with MHLC.

### Key selection criteria

#### Essential (Skills, knowledge, experience)

1. A Degree and/or suitable experience in a comparable public relations, communications or education field.
2. Experience working in partnership and building relationships with a range of stakeholders including Corrections staff and allied support services, health services, courts, tribunals, police, community support agencies and government and a capacity to engage in outreach as required. An ability to recognise and respect the formal structure or hierarchy of correctional facilities and legal organisations and their policies and procedures is essential;
3. Excellent written communication skills with high attention to detail, including the ability to write engaging and innovative content (e.g. newsletters, web and social media content, articles, media releases, promotional material, presentations and correspondence) and evaluation materials.
4. Sound interpersonal skills including a demonstrated ability to engage with people who have multiple and complex needs and vulnerabilities including an understanding of disability, cultural and linguistic diversity, trauma, the impacts of incarceration, and mental ill health;
5. Demonstrated capacity to work in a team and support a cohesive team environment, as well as to work independently with accountability under the direction of the Principal Lawyer;
6. Demonstrated strong planning, prioritisation and organisational skills and the ability to concurrently manage a variety of tasks and projects.

#### Desirable (Skills, knowledge, experience, qualification and/or training)

1. A general understanding of the legal and not for profit sector, with a commitment to social justice and alignment with MHLC vision and principles.

#### Prerequisites

1. Correctional facility security clearance including criminal history checks.

Any changes to these prerequisites after employment commences must be communicated to the employer immediately by the employee.

#### Hours of work

This position is a part-time position to be worked 3 days a week (22.8 hours), with work based at our West Melbourne office together with a correctional facility or other outreach each week.

This position is subject to state funding.

## Mental Health Legal Centre

### Legal Education and Engagement Officer – Western Plains Inside Access

#### Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Signed by you: ..... Date:

Name: .....

Signed by MHLC CEO:..... Date:

Name: .....