

**Redfern Legal Centre  
Job Description**

**Aboriginal Legal Access Officer**

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<b>Accountability</b>	Chief Executive Officer
<b>Supervisor</b>	Chief Operations Officer
<b>Status</b>	Part time (21 hours per week) permanent
<b>Client/target group(s)</b>	Aboriginal and Torres Strait Islander people who live in Sydney, Bayside and Inner West LGAs or who are patients of Sydney Local Area Health District; Aboriginal specific organisations locally and State-wide where relevant to RLC's practice areas.
<b>Scope</b>	This document provides the broad parameters of the position and should be read in conjunction with the Annual Work Plan
<b>Identified Position</b>	This is an Aboriginal/Torres Strait Islander identified position. Redfern Legal Centre considers that being Aboriginal or Torres Strait Islander is a genuine occupational requirement under s 14 of the <i>Anti-Discrimination Act 1977</i> (NSW). The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the <i>Racial Discrimination Act 1975</i> (Cth).

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### **Preamble**

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to vulnerable people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on vulnerable people.

### **Statement of Shared Philosophy and Values**

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery

- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence
- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

### **Common staff responsibilities**

RLC believes that all members of staff should contribute to the administration and development of the organisation. Along with all other staff, the worker may be required to:

- a) supervise and mentor student volunteers;
- b) undertake the carriage and conduct of the work of other staff during periods of leave;
- c) provide regular reports to management and staff meetings;
- d) assist with the general day to day administration of the Centre including office tidiness as required;
- e) attend and participate in team and staff meetings, policy and staff days;
- f) assist in the preparation of submissions and reports to funding bodies as required;
- g) liaise and network with other professionals in the area and participate in relevant community and legal sector forums as required;
- h) support the Centre in contact with the public, media, legal profession, funding bodies and other community sector organisations;
- i) attend RLC hosted functions out of hours such as volunteer or fundraising events;
- j) attend regular training and professional development as required;
- k) carry out such other duties as may be reasonably required by the Management of Redfern Legal Centre.

### **Specific position duties**

The primary role of this worker is to help build meaningful and trusted connections between the Centre's legal services and local Aboriginal and Torres Strait Islander community. This includes supporting Aboriginal clients with non-legal assistance and facilitating referrals to non-legal services; networking and building strong partnerships with Sydney Local Area Health District Organisations, interagencies and local organisations; contributing to the policy and law reform work of the Centre; and supporting the Centre to provide a culturally appropriate environment and service.

## **1. Non-legal casework and support to clients**

- 1.1. Work with Aboriginal and Torres Strait Islander clients of the Centre to provide non-legal support and assistance with forms and paperwork.
- 1.2. Develop a comprehensive understanding of local support services and facilitate referrals to those services to assist clients with non-legal support.
- 1.3. Work to gain strong knowledge of online legal and non-legal sources of information and assist clients to access those services.
- 1.4. Use the Centre's database to keep a record of referrals made, assistance provided and non-casework activities including relevant demographic data.

## **2. Community Liaison and Education**

- 2.1. Work to provide connection, education and support to the Aboriginal and Torres Strait Islander community to build knowledge, trust and confidence to use existing services and the justice system to their benefit.
- 2.2. Connect with local health and community organisations and show support workers how to identify legal issues using a simple legal health checklist.
- 2.3. Attend culturally specific community events and participate in stalls with other Centre staff including for NAIDOC week, Yabun and Homeless Connect.
- 2.4. Work closely with relevant interagencies and organisations, to promote the work of the Centre.
- 2.5. Supporting the solicitors and community legal education officer to promote our community education program to local Aboriginal health and support workers as well as Aboriginal support and field workers across NSW for police powers.
- 2.6. Deliver community legal education in conjunction with other workers as relevant.

## **3. Policy and Law Reform**

- 3.1. Provide key expertise in identifying areas of priority concern of our clients, help to initiate law and policy reform changes and respond to invitations for comment on law or social policy reform that impact on our Aboriginal and Torres Strait Islander community.
- 3.2. Participate in media activities as required.

## **4. Accessibility and cultural safety**

- 4.1. Provide expert advice to the Centre on ensuring that our services are client focussed and appropriate for Aboriginal and Torres Strait Islander clients.

- 4.2. Provide input on Aboriginal and Torres Strait Islander specific pamphlets and legal self help tools such as factsheets, community education resources, social media and e-bulletins.
- 4.3. Increase accessibility by working with the Chief Operations Officer to ensure a welcoming environment for Aboriginal and Torres Strait Islander people.
- 4.4. Review and advise on the Centre's Reconciliation Action Plan and cultural safety policies.
- 4.5. Work with the Chief Operations Officer and Volunteer Manager to Increase the number of Aboriginal and Torres Strait Islander student volunteers.
- 4.6. Participate in and provide expert advice to relevant steering committees such as RLCs Aboriginal consultative committee and Health Justice Partnership steering committee.

### **Review**

Performance under this job description is subject to annual review. The job description will not be varied without first being discussed with the worker, who may request and shall be granted a review of their job description at any time.

**Last reviewed** May 2019