



Administration Assistant - Aboriginal Legal Access Program (ALAP)

Position Title: Aboriginal Administration Assistant - Aboriginal Legal Access Program (ALAP)

Regular Location of Employment: Windsor

Status: Part time, 1 day per week (7 hours) or 2 half-days

Remuneration: Social, Community, Home Care & Disability Services (SCHCADS) Industry Award 2010, Level 2, Pay point negotiable (plus 9.5% Superannuation and optional Salary Packaging)

Accountability: This position will directly report to the Aboriginal Legal Access Worker

About Western Sydney Community Legal Centre (WSCLC)

WSCLC provides free legal advice and other legal and related services to disadvantaged people in the Western Sydney area. It operates a generalist legal practice and specialist legal services including the Parramatta Community Justice Clinic, Student Legal Services Western Sydney University, Home Building Advocacy Service, Aboriginal Legal Access Program and a Clinical Placement Program.

The Aboriginal Legal Access Program engages and maintains relationships with local Aboriginal and Torres Strait Islander communities as well as provides assistance, advocacy and information to Aboriginal and Torres Strait Islander people.

About this Role

The position holder will be responsible for providing and assisting with the delivery of administrative support services to the Aboriginal Legal Access Program (ALAP) Caseworker. This will have a heavy focus on administrative duties, as well as communication and co-ordination of client appointments, community engagement and education with the support of ALAP case-worker.

Being an Aboriginal Person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.

About the Candidate

Aboriginal Legal Access Program is looking for an enthusiastic and flexible member to join the team. The appropriate candidate will be trusting and reliable with a high appreciation for client confidentiality. They will have exceptional time management skills and ability to assess and prioritise set tasks. A willingness to learn required internal processes. The candidate's professional and personal values will align to that of Western Sydney Community Legal Centre.

KEY RESPONSIBILITIES

- General Administration duties
- General IT support and troubleshooting
- Information and referral
- Data entry and compliance
- Record keeping and maintenance of ALAP files
- Support the ALAP case-worker in co-ordination of projects undertaken
- Ensuring all work undertaken is in line with WSCLC's policies and procedures

SELECTION CRITERIA FOR THIS POSITION

ESSENTIAL

- Aboriginality – Being Aboriginal and/or Torres Strait Islander person is a requirement for the position.
- Demonstrate relevant computer skills that align to Microsoft Office (Word, Excell, Powerpoint, Office 365) along with a willingness to learn internal client data base management.
- Commitment and understanding of the importance of client confidentiality and demonstrate sensitivity and transparency where a personal conflict of interest may arise.
- File management and archiving skills.
- Well-developed communications skills, both verbal and written.
- Ability to work as part of a team and autonomously.

DESIRABLE

- Relevant (or working toward) a qualification in administration or community sector
- Localised knowledge of barriers to justice for the Aboriginal and Torres Strait Islander Community services by Western Sydney Community Legal Centre
- Sound knowledge of Aboriginal Specific organisations that can provide on-going support aligning with a client's needs.

HOW TO APPLY

All applications require:

A CV including 2 referees (please ensure one is professional)

Your availability to work the hours required

A statement addressing the Selection Criteria

Applications to be emailed to recruitment@wsclc.org.au

Applications for this position close on **15th of February 2019** by 5:00 pm.

Please note only shortlisted applicants will be contacted

For Enquiries: Email recruitment@wsclc.org.au

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**