

COMMUNITY LIAISON AND EDUCATION OFFICER
Pilbara Regional Office (South Hedland) – 760TE301
Level 5

Job Description

The Community Liaison & Education Officer (CLEO) will assist administrative staff and lawyers in the South Hedland Legal Aid office to achieve positive legal outcomes for Aboriginal people in the Pilbara. This role is responsible for the provision of culturally appropriate legal advice and information services (under supervision), planning and delivery of community legal education sessions and promotion of the Work and Development Permit (WDP) Service. The WDP Service assists clients experiencing hardship to match with sponsors to undertake approved activities, as a non-financial option to reduce or eliminate their court fines.

The CLEO will develop and maintain key relationships with legal and non-legal agencies to facilitate engagement with the overarching WDP Scheme, recruitment of sponsors and ongoing support of relevant stakeholders. The CLEO will also be the principal liaison for Aboriginal people to access legal advice, advocacy, and other legal assistance services offered by Legal Aid WA.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

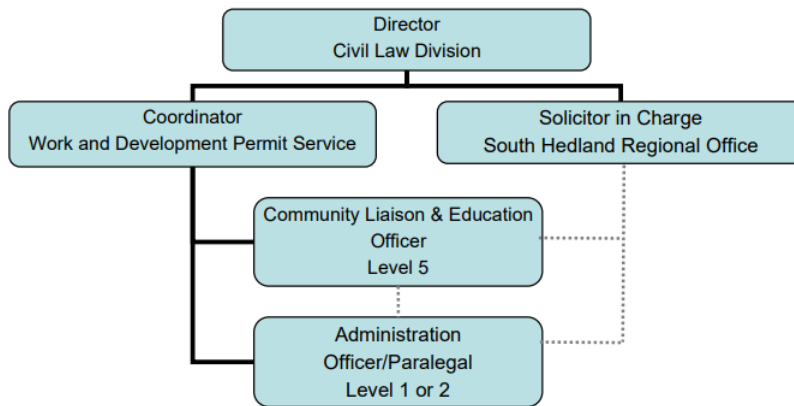
Client-centred We put clients at the centre of everything we do

Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships



Scope of Duties

1. Provide advice, guidance and information to staff in the South Hedland Legal Aid office in relation to local Aboriginal culture and society, and its intersection with the legal system.
2. Engage with local service providers and other government and non-government agencies, with an emphasis on maintaining excellent relationships and establishing new relationships to support participation in the WDP Scheme.
3. Liaise with community councils, community organisations and community members, and develop networks and contacts throughout the Pilbara to facilitate the delivery of culturally appropriate and quality legal services to Aboriginal people.
4. Assist all staff working in the South Hedland Legal Aid office to deliver culturally appropriate and quality legal services to Aboriginal people.
5. Identify emerging issues and areas of unmet legal need in Aboriginal communities in the Pilbara and promote relevant Legal Aid WA services.
6. Provide a co-ordination role in the development and delivery of community based activities including community legal education. Director Civil Law Division Coordinator Work and Development Permit Service Community Liaison & Education Officer Level 5 THIS POSITION Solicitor in Charge South Hedland Regional Office Administration Officer/Paralegal Level 1 or 2 Legal Aid Western Australia – Job Description Form Page 3
7. Deliver culturally appropriate advice, minor assistance, advocacy, legal information and referral, under supervision, and assist Aboriginal people to access services, including legal and legal-related services.
8. Visit Aboriginal communities in the Pilbara as directed. 9. Perform other duties as required.

Selection Criteria

All selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- Aboriginal or Torres Strait Island heritage is a genuine requirement for this position as defined under Section 50(d) of the Equal Opportunity Act 1984.
- Demonstrated knowledge of community resources and an understanding and awareness of the legal needs of Aboriginal people.
- Demonstrated ability to communicate effectively in a range of situations with Aboriginal and non-Aboriginal people, communities, agencies and organisations.
- Demonstrated knowledge of developing and facilitating information sessions through workshops, meetings, and/or presentations and talks.
- Demonstrated ability to advocate on behalf of Aboriginal people.
- Ability to prepare reports, maintain records and plan and prioritise work.
- Ability to travel to remote areas, including by light aircraft, as required, for up to a week at a time.

DESIRABLE

- Knowledge of civil law, family law and the Australian legal system.
- Tertiary qualification in social sciences, community development or another relevant field.
- Good knowledge of or connection to, Aboriginal people and culture in the Pilbara region.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) for further detail.

- Committed to the principles of social justice
- Values people, partnership and teamwork
- Willingness to learn and share knowledge with others
- Outcome and service focused

QUALIFICATIONS / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- 'C' or 'CA' Class Western Australian Driver's Licence or equivalent. **(Essential)**

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.