



JOB DESCRIPTION

LEGAL AID WESTERN AUSTRALIA

Coordinator – Disability Services

Level 5 / Specified Calling 1 or 2 – Full Time

Disability Legal WA

Job Description

This role coordinates delivery of the Legal Aid WA [Disability Access and Inclusion Plan](#) and Disability Action Plan ('the Plans'). It includes collaboration with relevant stakeholders to progress the actions outlined in the Plans and active involvement in realising the Plans; this involves providing advice about disability issues to staff and the Executive team.

The Coordinator collaborates with disability organisations, people with disability, and government agencies, to establish and promote accessible services and jobs relating to people with disability. The role also involves service provision to clients as part of Disability Legal WA. The nature of the services and the extent of them will be dependent on the skillset of the person appointed and their available time.

About Legal Aid Western Australia

Legal Aid Western Australia helps people with legal issues by providing information, services, and resources. We have offices across WA, including Perth, and we work with private practitioners and other service providers. Our goal is to ensure everyone can access legal help fairly and equally, regardless of where they live or when they need assistance.

We aim to resolve people's legal problems quickly, improve their understanding of the law, avoid unnecessary court cases, and make sure they are represented fairly. In our Disability Access and Inclusion Plan, we strive for equal opportunity and fair treatment for everyone in Western Australia, especially those with disability. We value ongoing input from people with disability to ensure our services are accessible and effective.

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.

Values

Making a difference: We're committed to helping people understand and protect their rights.

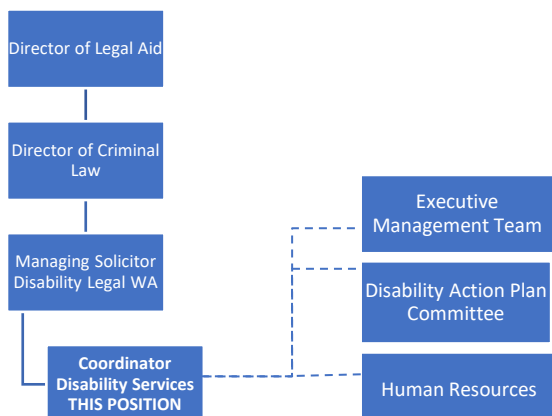
Client-centred: We put clients at the centre of everything we do.

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

Innovation: We're committed to continuous improvement

Transparency: We are an open and accountable organisation.

Reporting Relationships



Scope of Duties

Coordination

- Makes a significant contribution to implementation, review, reporting and further development of the Plans.
- Collaborates with key stakeholders including the Disability Action Plan Committee and Executive Management Team, to progress the Plans within the required timeframes. Monitors progress and reports to both the Executive Management Team and Board of Directors making recommendations where required.
- Collaborates and consults with people with disability, their support networks and disability organisations, and builds networks to ensure services are accessible and meet the diverse needs of people with disability, including effective referral pathways for clients with disability.
- Provides advice and contributes to policy and procedures to support accessible services for clients with disability, and the employment and retention of staff with disability. Facilitates and participates in working groups as required.
- Coordinates the Disability Action Plan Committee and Legal Aid WA's involvement in events relating to people with disability.
- Coordinates the delivery of training to staff and private practitioners, to improve accessible services for people with disability.
- Performs other duties as required of the role.

Client Services

- Provide community legal education.
- (Non-legal) Provide case management, paralegal and/or support services.
- (Or legal as applicable) Provide legal casework or discrete assistance services and supervise paralegals.

Selection Criteria

All selection criteria will be assessed through interview or alternative selection methods. Please address the criteria highlighted in **bold** in your written application

ESSENTIAL

- **Well-developed communication and people skills, with experience in building respectful relationships and influencing change.**
- **Ability to produce written reports, plans and procedures.**
- **Able to advocate for others.**
- A well-developed understanding of issues relating to people with disability in Western Australia.
- Demonstrated high level organisational skills with the ability to work independently.
- Demonstrated analytical and problem-solving skills

ESSENTIAL (if providing legal services – in addition to the above)

- Degree in Law or equivalent
- Current Practising Certificate issued by the Legal Practice Board of Western Australia or eligible for admission to practice in the Supreme Court of Western Australia.
- Ability to conduct litigation.
- Advocacy skills

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.

- Committed to the principles of social justice, including the just and equitable treatment for Aboriginal people and communities.
- **Values people, partnership, and teamwork.**
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police History Check and 100-point identification check.