



## Position Description

---

|                        |  |
|------------------------|--|
| <b>JOB TITLE:</b>      | Aboriginal Community Liaison Officer   |
|                        | This is an Aboriginal/Torres Strait Islander identified position. Exemption is claimed under Section 14 of the Anti-Discrimination Act 1977. |
| <b>JOB TYPE:</b>       | Part-time FTE 0.6– 12 months (temporary)   |
| <b>CLASSIFICATION:</b> | Level 5, Welfare Rights Centre Ltd Enterprise Agreement 2008   |
| <b>REPORTS TO:</b>     | Principal Solicitor  |

### **PURPOSE OF THE POSITION:**

The Aboriginal Community Liaison Officer's primary role is to help the Welfare Rights Centre provide a more accessible service to Aboriginal and Torres Strait Islander people living in NSW, including developing relationships with Aboriginal controlled organisations.

### **MAIN DUTIES/RESPONSIBILITIES:**

The duties and responsibilities of the Aboriginal Community Liaison Officer are as follows:

1. Establish and maintain a register of key Aboriginal-controlled organisations located in NSW.
2. Build effective relationships and explore collaboration and partnership opportunities with Aboriginal-controlled organisations, to provide information and referrals to Aboriginal and Torres Strait Islander people who need assistance in relation to their social security problem.
3. Travel within regional areas to connect with Aboriginal controlled organisations and assist with delivering training.
4. Provide information about a range of social security problems, including claim procedures, debts, eligibility criteria, and appeal rights, to Aboriginal community workers and their clients.
5. Provide information to Aboriginal and Torres Strait Islander clients to assist them to deal with Centrelink and seek support from the Welfare Rights Centre
6. Work with the solicitors and caseworkers who provide advice and representation to Aboriginal and Torres Strait Islander clients.
7. Participate in the relevant Aboriginal interagency meetings, and arrange invitations for the Executive Director, Community Legal Education & Communication Officer and Community Liaison Officer to appropriate forums.

8. Work with the Community Legal Education & Communications Officer in developing and rolling out the Centre's social security training program to Aboriginal community workers.
9. Work with the Community Liaison Officer to build relationships with Aboriginal-controlled organisations located in the bushfire-affected regions.
10. Identify how the social security system unfairly or disproportionately impacts on Aboriginal and Torres Strait Islander people and help the Welfare Rights Centre in its policy and law reform work.
11. Contribute to the smooth running of the Centre's operations, apply principles of professional file management, and perform responsibilities in accordance with applicable professional and risk management standards and the Centre's policies and procedures.
12. Attend and contribute to staff and casework meetings.
13. Assist the Executive Director to secure ongoing funding for the role.

#### **QUALIFICATIONS & EXPERIENCE:**

The Aboriginal Community Liaison Officer must have the following qualifications or experience:

- Aboriginal and/or Torres Strait Islander descent, identify as an Aboriginal or Strait Islander person and accepted in the community as such; **AND**
- Experience working in a community or government organisation requiring direct contact with Aboriginal and/or Torres Strait Islander people: **OR**
- Experience supporting Aboriginal and/or Torres Strait Islander community members to access essential services; **OR**
- Bachelor degree or other relevant tertiary qualification.

The Aboriginal Community Liaison Officer will be:

- offered mentoring by an appropriate experienced Aboriginal person external to the Welfare Rights Centre; and
- provided with full training to gain a basic working knowledge social security and family assistance laws, policies and procedures

#### **SELECTION CRITERIA:**

1. Appropriate and relevant qualifications and experience:

- Aboriginal and/or Torres Strait Islander descent, identify as an Aboriginal or Strait Islander person and accepted in the community as such; **AND**
- Experience working in a community or government organisations: **OR**

- Experience supporting Aboriginal and/or Torres Strait Islander community members to access essential services; **OR**
  - Bachelor degree or other relevant tertiary qualification.
2. Experience and understanding of working with Aboriginal and Torres Strait Islander people and the ability to help them to access the Centre's legal service;
  3. Experience in developing and managing relationships with community organisations.
  4. Ability to communicate complex information in an accessible way.
  5. Good written communication skills.
  6. Strong organisational and time management skills.
  7. Commitment to undertake training to acquire a basic working knowledge of social security and family assistance laws, policies and procedures.
  8. Possession of drivers' license and ability to travel throughout NSW.
  9. Demonstrated commitment to achieving social justice.