



# WHEATBELT

- COMMUNITY LEGAL CENTRE -

<b>Position Title:</b>	Tenancy Advocate
<b>Salary Range:</b>	SCHSDSI Award (Cth) Level 5 (1) \$35.14 per hour to L6 (3) \$39.86 per hour
<b>Hours of Work:</b>	Part-time Monday-Thursday 30 hours per week
<b>Position status:</b>	Fixed term to 30/6/2019 with the possibility of a 1-year extension and subject to the continuation of funds from the Department of Commerce.

## About us

Wheatbelt Community Legal Centre (WCLC) is a not-for-profit contemporaneous agency headquartered in Northam. WCLC provides legal assistance and tenancy advocacy services to people in the Wheatbelt community who are experiencing disadvantage and/or substantial socio-economic need.

WCLC is presently funded by Legal Aid WA, the Commonwealth Attorney Generals Office as well as the Department of Commerce.

## The Position

Housing security underpins the health and social well being of each and every member of the community. The scope of the position is to assist people to initiate, maintain and/or end tenancy agreement and advocate on their behalf in accordance with the social justice principals of reasonableness, amicability, equity and fairness.

### **Advocacy:**

- Provide telephone, face-to-face and online advice to private and social housing tenants in the Wheatbelt.
- Provide referrals to appropriate health/community adjunct services with a view to whole-of-client service synergism
- Work with Manager and Principal Solicitor to ensure that high quality advice is provided in accordance with current law, WCLC policies and procedures.
- When required, provide casework services to tenants including advocacy and representation in the Magistrates Court.
- Provide support to health and community service workers in tenancy related matters.
- Conduct weekly outreach to various towns within the Wheatbelt.



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## **Community Legal Education**

- Contribute to the development and promotion of community legal education initiatives;
- Develop and maintain social media and marketing of education programs, seminars and ensure the dissemination of information to the online community;
- Facilitate and present community legal education from a tenancy perspective

## **Administration and Reporting**

- Assist with the preparation of internal and external reports
- Maintain client files, records and client databases
- Assist with tasks shared by employees
- Assist with the training of new employees and volunteers

## **Team responsibilities**

- Participate in team meetings, planning and review activities
- Contribute to the development of the agency consistent with your skills and abilities

## **Primary (Essential) selection Criteria**

1. Well developed written and verbal communication skills
2. A competent working knowledge of Microsoft Office including Outlook and Word.
3. A demonstrated commitment to the principles of social justice and human agency.
4. A demonstrated capacity to work with legal concepts in reference to statute law
5. A demonstrated ability to meet deadlines and to produce quality outcomes
6. A completion of or acceptable progress toward an AQF Level 7 (Bachelor) qualification in law, legal studies, justice studies, psychology, behavioural science, social work, human services, welfare studies and/or business studies
7. A clear and current National Police Clearance, Working with Children Check and current WA drivers licence.

## **Secondary Selection Criteria**

8. Demonstrated experience in advocacy, mediation and negotiation.
9. Experience working in a community legal centre or community-based agency
10. Sound knowledge of the Residential Tenancies Act 1987(WA) and/or State Government housing programs and policies.



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## Further information

Please feel free to call or email Robyn Lord (Manager) to discuss the position and/or to obtain further information. [Manager@wheatbeltclc.com.au](mailto:Manager@wheatbeltclc.com.au)

## How to apply

Please post or email applications to the addresses below. Only applicant who have addressed the primary (essential) selection criteria will be short-listed for an interview.

Applications close Thursday 7 June 2018.

Manager

Wheatbelt Community Legal Centre Inc

PO Box 601

Northam WA 6401

[manager@wheatbeltclc.com.au](mailto:manager@wheatbeltclc.com.au)



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