The ALRM is committed to advancing the rights of Aboriginal & Torres Strait Islander peoples and is seeking committed and culturally competent staff to achieve its objectives.

ALRM professional standards and work practices are to deliver high quality and culturally competent services to Aboriginal people.

Job Specification

1 Purpose
Aboriginal Field Officers are the first point of contact for many Aboriginal people who come into contact with the Criminal Justice system. The role of Aboriginal Field Officers is to provide support and para-legal advice to Aboriginal people who are detained in police or prison custody or who have to attend court. Field officers are required to maintain strong links with Aboriginal communities and to assist Aboriginal people to become more aware of their legal rights and responsibilities in relation to the law. Aboriginal Field Officers also inform senior staff of problems and issues that arises in Aboriginal communities throughout South Australia. The promotion of ALRM and guest speaking is also a role undertaken by Aboriginal Field Officers.

2 Reporting/Working Relationships

| Internal: | Aboriginal Field Officers work collaboratively with other employees in their respective office locations including other Aboriginal Field officers, lawyers and support staff, and report to Director Aboriginal Services. |
| External: | Aboriginal Liaison Officers, client families, prison staff, police, court staff, other legal service providers. |

3 Special Conditions

| Out of Hours Work: | Required to be on call on a roster basis and some out of hours work may be required |
| Travel: | Some interstate and intrastate travel may be required which may necessitate overnight absences. |
Location: Initial appointment will be Adelaide Office.

Other Conditions: The incumbent is required to satisfactorily complete a National Criminal History Check; must have a current South Australian Driver’s License; A flexible approach to working hours is required; The organisation is a smoke free working environment; working hours are from 9.00am to 5:00pm

Desirable

4 ALRM Core Objectives

OBJECTIVES  
The central object of the Movement is to assist Aboriginal persons (especially those Aboriginal persons who are detained in custody or imprisoned) to relieve their poverty, the consequences of their dispossession and social misfortune and to assist further in removing destitution and helplessness amongst Aboriginal people through the use of the legal system of the State of South Australia and the Commonwealth of Australia. (Please refer to ALRM Intranet for more core ALRM Objectives).

5 Key Responsibilities

- Role model politeness and professional communication when dealing with clients and the general public.
- To work as part of a team including other field officers, legal staff and support staff.
- To work to ensure the provision of a culturally competent and responsive service to clients.
- As part of a team provide outreach services in accordance with ALRM Inc objectives.
- Perform such other duties commensurate with the functions of ALRM Inc and this classification, as may be required.
- Encourage and sustain a cooperative, “can do” work environment.
- Support and work with people with diverse backgrounds, value systems, cultural differences and special needs.

Attending Police Stations

- Advise clients of their right to remain silent.
- Advise police that client will not be answering any questions.
- Sit in with clients on police interviews.
- Apply for bail on clients behalf.
- Take instructions from clients in police custody.
- Contact client’s family to advise of their whereabouts.
- Liaison with Aboriginal Police Aides in relation to clients.

Court Work

- To interview and take statements from clients in relation to their legal matters.
- To assist lawyers and clients when attending Courts throughout South Australia.
- To obtain Court cause lists and provides to relevant lawyers/office administrators.
- Assist lawyers to open and close client files.

Prisons and other Institutions

- Educate clients in relation to their legal matters and associated issues.
- Take statements from clients in relation to their legal matters.
- Liaise with Aboriginal Liaison Officers.
- Attend at local prison meetings in relation to Aboriginal prisoners.
- Attend regular visits as requested by field officer Prison Visit roster.

Office Procedures

- Seek police allegations about clients.
- Take statements from clients in relation to their legal matters.
- Provide in-person and phone advice and referrals for clients.
- Assist with the collection of required statistics in relation to call-outs, phone advice and referral, in-person advice and referral and client files.

Home Visits

- Taking of instructions, etc, when the client is ill or has a disability and is unable to attend at an ALRM office.
- Advising clients of their next court appearance and associated legal matters.
• Leaving messages for clients.

**After Hour Call-Outs**
• To undertake field officer call-outs as per Call-out procedures as required by Office Manager.

**6 Essential Criteria**

• Demonstrated knowledge of the criminal legal system and its impact upon Aboriginal people.
• Knowledge of local Aboriginal communities.
• Comprehensive understanding of the issues confronting Aboriginal and Torres Strait Islander peoples in relation to legal services and in the wider community.
• Capacity to work effectively in an Aboriginal organisation demonstrating respect for Aboriginal and Torres Strait Islander Peoples and Cultures.
• Commitment to delivering culturally appropriate services to Aboriginal and Torres Strait Islander clients.
• Demonstrated commitment to efficient and effective service delivery and a commitment to a client-centred focus.
• Ability to manage and balance priorities in an environment of high workloads.
• Good communication skills.
• Knowledge of Microsoft Office packages.
• Ability in the practical use of the office equipment’s and office systems.
• Ability to work collaboratively and share decision making.
• Ability to demonstrate respect, approachability, consistency and model exemplary behaviors.

**7 Desirable Criteria**

• Knowledge of the Bail Act.
• Para-Legal Training.
• Knowledge of Equal Opportunity, Occupational Health, Safety and Welfare standards.
• Good writing skills.
• Good interview skills.
• An understanding of the objectives of Aboriginal Legal Rights Movement Inc., its services and clients.
• Knowledge and understanding of the Organisations Core Values (Code of Ethics) and the Employee Conduct Policy.

**8 Certified Correct**

Approved: Chief Executive Officer

Occupant:

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