



Position Description – Metropolitan Community Services Team Leader

Position:	Metropolitan Community Services Team Leader
Reports to:	Community Programs Manager
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel.
Employment type:	Full-time
Identified Position:	This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

About us

We were established as a community controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.



The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.

We also established another semi-autonomous service in 2017, Balit Ngulu, a dedicated children and youth legal service for Aboriginal people in Victoria.

About the team

This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system.

Legal and Client Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs.

The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.

In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.

The Director, with the PLOs ensures all legal standards and CLC Risk Management guidelines are met.

The PLO Tasmania Aboriginal Community Legal Service reports direct to the CEO but maintains a functional relationship with this section to ensure collegiate and professional support for delivery of high quality legal services.

Similarly the Practice Manager Balit Ngulu reports to the CEO but maintains a functional relationship with this area.



About the position

Overview

The Metropolitan Team Leader assists the Community Services Manager to deliver services and programs to the Aboriginal community that address the continuing over-representation of our people within the justice system. These programs include our Client Service Officer Program, Local Justice Worker Program, VPER and post release services.

The CSO acts as liaison between the Victorian Aboriginal Legal Service Co-Operative Limited [VALS] and Aboriginal and Torres Strait Islander people taken into custody by the police. The CSO has an educational role to prevent crime and, in conjunction with other facilities, to provide for alternative programs to the Indigenous Australian community.

The Local Justice Worker acts as liaison between the Victorian Aboriginal Legal Service Co-Operative Limited [VALS] and Koories who are on mandated community work or who have outstanding fines. The Local Justice Worker assists these clients to meet the requirements of their community based orders and to advocate for service access and provision with the aim of optimizing the outcomes for individuals on justice orders. Further the person in this role will implement prevention programs and offer support to enhance the best outcomes for offenders.

Key Performance Indicators, Duties & Responsibility

1. Manage the Metropolitan Service delivery of the CSO program including meeting all reporting requirement.
2. Assist the Manager to deliver and monitor the CJP, LJW, and Post-Release Support Programs, including meeting all reporting requirements;
3. Overseeing the VALS processes regarding E*Justice Notifications including follow up of late notifications;
4. Liaising with relevant agencies and other parties as required, to ensure the smooth running of community justice programs at VALS.
5. Liaise and network with other ACCO's and agencies to promote the programs and be aware of programs that will support the works of VALS within Aboriginal communities;
6. Liaising with the on-call CSO, the Aboriginal Community Justice Panel [ACJP] or Victoria Police when required;
7. Represent VALS at various meetings and report back on those meetings to VALS management;



8. Report to the Board and CEO on the function of the community justice programs, including opportunities to consolidate and strengthen the programs, and identification of emerging issues and trends and advise recommended mitigation strategies to manage risk.
9. Manage effectively, including provision of appropriate professional development plans and performance management assessments;
10. As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.

Key Selection Criteria

1. A demonstrated knowledge of the Victorian legal system.
2. An understanding of the legal issues faced by Victorian Aboriginal communities.
3. An in depth understanding of the relationships between the VALS, government agencies and Aboriginal Community Controlled Organizations [ACCO's].
4. Excellent written, verbal communication and interpersonal skills.
5. A commitment to and understanding of Victorian Aboriginal culture and community, and the ability to communicate effectively with members of those communities.
6. The ability to work in a multi-skilled environment.
7. Computer skills.

Key Capabilities

1. Demonstrates respect for self and colleagues.
2. Gains insight into own and others' work communication style.
3. Proactively seeks out work opportunities.
4. Anticipates, plans and prioritises work – manages competing demands.
5. Adheres to organisation policies and procedures.
6. Acts with integrity – treats colleagues with respect and integrity.
7. Builds rapport with clients and stakeholders – develops relationships.
8. Communicates with senior colleagues to gain insight into the organisation's strategic direction and goals.
9. Builds knowledge across the range of department services.



How to apply

Please send your Resume/ CV together with a Cover Letter which addresses the Key Selection Criteria to jobs@vals.org.au.