

JOB DESCRIPTION

Project Officer

Location	Alice Springs
Position Status	Full-time (Part-time will be considered)
Hours of Work	Monday to Friday (8.30am – 5:00pm)
Duration	2-year contract subject to satisfactory completion of a 6-month probationary period.
Other Conditions	Due to the nature and requirements of this role, applicants are required to be female.
Apply Online	recruitment@cawls.com.au

Salary and Conditions

- A competitive salary is offered depending on relevant qualifications and experience. Generous salary sacrificing is available.
- The Employer pays superannuation at 12%, six weeks annual leave, 12 days personal leave and other leave as per National Employment Standards.
- A supportive workplace dedicated to developing employee wellbeing and resilience.
- Excellent training and Professional Development opportunities.

Accountability

- The Project Officer will report to the Program Manager and/or the Manager, Policy and Education.
- Employment is subject to the completion of a six-month probationary period, which may be extended.
- The employee will be subject to an annual performance review linked to objectives set out for the position.

Our Values

Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable

Agency Overview

Central Australian Womens Legal Service delivers a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal matters and other inter-connected issues; providing legal assistance, community legal education, and specialised support services for those affected by domestic violence.

CAWLS operates a Commonwealth funded Specialist Domestic Violence Unit and Health Justice Partnerships in Alice Springs and Tennant Creek. Through Health Justice Partnerships, CAWLS provides ongoing education and training for health service providers assisting them to identify and respond to disclosures of family violence.

CAWLS objectives are:

- To provide free and confidential legal assistance and wrap-around support;
- To increase legal literacy and understanding through the provision of legal education;
- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;
- To advocate for law and policy reform seeking changes beneficial to our clients.

CAWLS is funded by the Commonwealth Attorney-General's Department, the National Indigenous Australians Agency and the Northern Territory Government.

Primary Objectives

The primary objectives of the role are to;

- Assist the Program Manager develop and formalise partnerships with identified primary healthcare providers (such as GP clinics and allied health providers);
- In collaboration with the Program Manager, develop and manage a clear process for audit and re-development of referral processes and resources to assist partner services identify, assess and respond to disclosures of Domestic, Family & Sexual Violence (DFSV), in line with the NT Risk Assessment and Management Framework;
- Manage ongoing updates of referral processes for partner services;
- Assist in the development and delivery of tailored, ongoing and scaffolded education and professional development and support to frontline staff within partner services;
- Assist with the provision of secondary consultation support to partner services in relation to identification of DFSV, risk assessment and risk management;
- Work with the Program Manager and CAWLS Management Team for the overall success of the pilot service, fulfilling obligations pursuant to funding agreements and ensuring the service is compliant with all regulatory requirements.

Key Duties

Education, training and professional development duties

- Maintain trusted relationships with primary health care providers around the provision of education and professional development, development of referral pathways and processes and provision of secondary consultation support.
- Identify relevant referral pathways and develop an up-to-date database of service providers and referral processes that may be relevant to responding to disclosures of DFSV and interrelated issues;
- Conduct the project audit of referral pathways and processes adopted by each partner service, including the coordination and collation of confidential documents, and develop recommendations for process change;
- Maintain a continuous improvement approach in relation to the referral pathways and processes developed for integration within partner organisations;
- Assist in incorporating revised processes into education and training materials;
- Contribute to the provision of secondary consultation service ensuring compliance with confidentiality management processes, trauma-informed principles and mandatory reporting obligations.
- Contribute to the ongoing evaluation of the pilot program, including through collection and compilation of both qualitative and quantitative data.
- Contribute to the strengthening of local networks engaged with the pilot program.
- Perform other duties as directed and necessary to the proper performance of the role.
- Ensure relevant and appropriate records are kept including some data entry on CLASS data collection system, and provide written reports as requested.
- Undertake training/professional development in consultation with the Education & Policy Manager and/or Senior Management Team.

Hours of Work

The position is offered as a four day per week (30 hours) or a full time position (37.5 hours).

Out of hours work will occasionally be required as some training may need to be delivered in the evening. In addition, from time to time, there are meetings, workshops and functions that may be held out of hours.

Selection criteria

Essential:

1. Demonstrated experience in policy development, analysis and implementation. Experience in consulting a wide variety of stakeholders to build collaborative policies and organisational commitment, processes and systems to ensure coherence with an overarching vision and objective consistent with the NT RAMF.
2. Highly developed written and verbal communication skills with the ability to proof read documents for quality and attention to detail;
3. Demonstrated ability to work autonomously as well as within a team environment, coordinate and participate in activities and support and assist other team members;
4. Strong administration and data management skills;
5. Demonstrated understanding of the dynamics of domestic, family and sexual violence as it affects women and children.
6. Demonstrated commitment to reducing barriers to access to justice for disadvantaged groups, particularly women and children at risk of experiencing domestic, family and sexual violence.
7. Demonstrated ability to draw on experience working with client groups who may be reluctant to disclose legal issues or domestic, family and sexual violence.
8. Excellent interpersonal, oral and written communication skills including the ability to communicate with a diverse range of stakeholders in a professional and respectful manner.
9. Highly motivated, with the ability to work well under pressure and prioritise competing demands.
10. Personal commitment to reflection and self-care to build resilience and minimise the impact of vicarious trauma.
11. Current NT Driver's License, NT Ochre Card & Criminal History check (or the ability to obtain).

Desirable:

- Familiarity with and experience implementing the NT DFSV Risk Assessment and Management Framework.
- Previous experience working in specialist DFSV service.
- Demonstrated understanding of the health service sector and the legal sector.
- Experience working with people from Culturally and Linguistically Diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.



Information for Applicants

All CAWLS staff and volunteers are required to:

- Support and demonstrate CAWLS values and ethics
- Act at all times in accordance with CAWLS Code of Conduct, confidentiality agreement and policies which may be amended from time to time.
- Comply with CAWLS Work Health Safety Policies and practices
- Support a child safe organisation, undertake a police check prior to commencement and hold a current NT ochre card at all times.
- Participate in yearly performance appraisal.

The application should include a cover letter to address the selection criteria, a detailed resume/CV, and two referees.

Apply via email: recruitment@cawls.com.au

For more information contact: Alice de Brenni
CAWLS Operations Manager
(08) 8952 4055
recruitment@cawls.org.au