



JOB AND PERSON SPECIFICATIONS

<p>Title of Position: Aboriginal Field Officer/Admin Support</p> <p>Appointment Fraction:</p>	<p>Workgroup/Section: Port Lincoln</p> <p>Position Analysis:</p> <ul style="list-style-type: none"> • Originated by: • Classified by: <p>Occupant: Vacant</p> <p>Version No: 1</p> <p>Version Date: 14th December 2018</p>
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<p>Job and Person Specification Approval</p> <p>_____ / / _____</p> <p>ALRM Board or Chief Executive or Delegate</p>
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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	<p>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 can support, provide information and assist in making referrals to ensure members of the Aboriginal Community needs are met. Field Officers are also required to assist lawyers with clients who make use of ALRM's Legal services. 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. 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 field officers. The role of admin support is to assist in the efficient operation of the clerical area of the Port Lincoln office. In particular the completion of correspondence utilising legal terminology for all solicitor requirements and to assist and support the office manager with administrative tasks.</p>
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2 Reporting/Working Relationships	
Internal:	Field officer/admin support work collaboratively with other employees in their respective office locations including other Aboriginal Field officers, lawyers and support staff, and reports to Manager Field Operations and Client Services in the Adelaide Office, and the Solicitor in the Port Lincoln office.
External:	Aboriginal Liaison Officers, client families, prison staff, police, court staff, other legal service providers.

3 Special Conditions	
Out of Hours Work:	Out of hours/On-call work is required.
Travel:	Some interstate and intrastate travel may be required which may necessitate overnight absences.

Location:	Appointment will be at the Port Lincoln Office.
Other Conditions:	The incumbent is required to satisfactorily complete a National Criminal History & Check Working with Children Clearance 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; ordinary working hours are from 9.00am to 5:00pm
Desirable	Nil

4 ALRM Core Objectives

OBJECTIVES

The central object of ALRM 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 objectives.
- Responsible for all typing including completion of correspondence on shared documents, form letters, audio transcriber (Dictaphone) typing and client interviews/statements.
- Open and close files and prepare relevant disbursements.
- Maintain IT requirements including database statistics, email, backups etc.
- Enter and maintain ALSIS data base.
- Attend to incoming telephone calls and front counter enquiries.
- Attend to incoming and outgoing mail and DX mail, including entering in database.
- Perform such other duties commensurate with the functions of ALRM 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.

Family Conferences

- To attend with clients to a Family Conference.

- To locate and inform client of Family Conference date and time.
- To assist clients to undertake outcomes from a Family Conference.

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 Management.
- Provide support to AVS staff and undertake AVS duties as required.

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-centered focus.
- Ability to manage and balance priorities in an environment of high workloads.
- Maintain confidentiality
- Excellent writing and communication skills.
- Good typing skills, minimum typing speed 55 wpm.
- 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 equivalent or Law for Community Workers Training.
- Knowledge of Equal Opportunity, Occupational Health, Safety and Welfare standards.
- 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: _____ / /