



SOUTH-EAST MONASH LEGAL SERVICE INC.

ADVOCACY COMMUNITY EMPATHY

POSITION DESCRIPTION: Community Development Worker: Justice Q

Title:	Justice Q Community Development Worker
Status:	Part-time, 0.6 FTE
Reports to:	Director of Advocacy and Development
Classification:	Social Community Home Care and Disability Services Industry Award
Salary:	SCHCADS Award based on skills and experience plus superannuation and generous salary packaging

About SMLS

Established in 1973, South-East Monash Legal Service (SMLS) is a community legal centre that provides free legal assistance to people in Southeast Melbourne. SMLS provides legal information, advice and case work including representation for people experiencing disadvantage on a range of legal matters, such as family law and family violence, employment law, debt and fines, civil litigation, wills, power of attorney, and tenancy.

SMLS aims to empower and support members of the community to understand and make use of the law and the legal system to protect their rights and to increase their awareness of their legal responsibilities. SMLS is a strong advocate of and committed to the use of integrated service models to address multifaceted challenges facing our community members.

SMLS is committed to advocacy and social change. SMLS is a leader in the provision of community and clinical legal education; advocacy through policy submissions and lobbying; outreach services; and targeted referral programs.

Our Vision

A fair and inclusive community where people can access the resources, networks and support they need to resolve legal issues and overcome barriers to social, cultural and economic inclusion and participation

Our Purpose

To help resolve people's legal and interconnected issues and ensure that laws and legal processes are fair.

Our Values

Our core values are Respect, Community, Excellence and Courage.

POSITION PURPOSE

Justice Q is SMLS' specialist LGBTIQ+ legal service for people in south-east Melbourne. This new and exciting program will utilise SMLS' integrated service model with a multidisciplinary team of lawyers, community development and peer workers. The program will also have an internal referral system, where clients are able to access services across SMLS practice areas. The program will be implemented across sites in the south-east metro of Melbourne.

The Justice Q Community Development Worker will undertake targeted community engagement and education to underpin the work of the Justice Q program. They will provide people and groups in the south-east with education regarding the legal system, and their rights to a safe environment – with a LGBTIQ+ focus.

Through engagement in local and state networks, they will facilitate LGBTIQ+ people's access to legal assistance to support their access to legal remedies in a variety of practice areas including family and civil law. They will develop and implement a promotional strategy to ensure the success of the program.

They will connect with academic institutions, local councils (Dandenong, Casey, Cardinia), and various relevant organisations, providing a comprehensive network of support LGBTIQ+ people.

They will work collaboratively with the community development team to build internal capabilities within SMLS to ensure our organisation is equipped to understand and respond to the unique legal and social needs of LGBTIQ+ people.

STRATEGIC OBJECTIVES

The role supports the SMLS' strategic objectives: practitioners of the future, empowered communities, integrated person-centred services, organisation of choice, and fairer laws and better legal processes.

The role should be able to demonstrate a working knowledge of these objectives and be able to implement them through their duties. For more information about our strategic objectives, read SMLS' Strategic Plan 2021-2025 [here](#).

POSITION RESPONSIBILITIES

- Research, develop and deliver tailored community legal education sessions to various groups across the southeast relating to LGBTIQ+ legal issues
- Build effective partnerships with other stakeholders, organisations and community connections
- Collect accurate and high-quality data
- Work collaboratively with the Justice Q, and the community development team to ensure impactful programs and outcomes

- Work with team and SMLS Communications to ensure social media for the program is sustained
- Other duties as directed

Organisational Participation

- Participate in organisational strategic planning initiatives and projects
- Contribute to a healthy, productive organisational culture where work practices, decision making, and behaviour reflect SMLS philosophy and values
- Develop and strengthen networks, engaging the support and involvement of a range of individuals and organisations
- Perform other duties as directed and necessary for the proper performance of the role

Values and Behaviour

- Promote and role model appropriate behaviour to support SMLS culture, performance and profile
- Actively support SMLS commitment to the principles of diversity, inclusion, social justice and Equal Employment Opportunity.
- Actively demonstrate organisational values.
- Demonstrate commitment to continuous personal development, with a strong willingness to develop new skills and knowledge

Health, Safety & Wellbeing

- Act in a safe manner at all times, including complying with all safety instructions and training.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure that the work is carried out in ways which safeguard the health and safety of workers, or others in their charge, including contractors whom they engage.

POSITION REQUIREMENTS

Essential Selection Criteria

- Qualifications and/or extensive experience in community development or community engagement
- Strong, demonstrated commitment and/or connection to the LGBTIQ+ community, including knowledge of legal issues
- Strong stakeholder engagement skills and ability to build relationships and work collaboratively with services, community groups, and local government to align and progress common objectives
- Demonstrated project delivery experience and familiarity with project planning, monitoring and evaluation frameworks and approaches.

- Demonstrated understanding of community development principles.
- Demonstrated ability to work effectively both independently and as part of a collaborative team environment
- Strong interpersonal skills including the ability to communicate sensitively and build mutually beneficial relationships with internal and external stakeholders

Desirable Selection Criteria

- Experience working in the community legal sector, community services or other settings that support communities who are experiencing disadvantage and/or injustice
- Entry level marketing and communications experience
- Data collection and analysis skills

Personal Attributes

- The ability to work within tight deadlines, independently and minimal supervision
- Flexible, adaptive and able to work effectively in a small team or independently
- Solutions and outcomes focused, with a steady line of sight to the impact of our actions for clients
- Openness to change, receptiveness to new ideas and exercise initiative
- Capacity to reflect on own work performance
- Demonstrated commitment to social justice and awareness of the legal needs of disadvantaged and marginalised people
- Commitment to SMLS values
- Committed to contributing to a positive work environment

Location and work outside office hours

The position will be based between the SMLS offices in Springvale and Narre Warren, with work also conducted at outreach and court locations. Occasional work outside normal office hours may be required, such as to attend meetings and after-hours events.