



Local Justice Worker

POSITION DESCRIPTION

Unit	Community Services
Reports to	Community Services Manager
Direct Reports	N/A
Hours of Work	38 hours per week
Mode of Employment	Ongoing, Subject to funding
Award / Agreement	Social, Community, Home Care and Disability Industry Award 2010 [MA000100]
Classification	Social & Community Services Employee Level 3 Pay Point 1
Remuneration	In line with the above classification
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	21 Scott St Heywood VIC or 39 Hammond St Hamilton VIC
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

The purpose of this position is to contribute to the improved justice outcomes for Aboriginal people by assisting clients to successfully complete their community correction orders, provide support and referrals, liaise with the Sheriff office to meet fine obligations, support the Yawal Mugadjina Program and other justice related issues.

2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Promote the Local Justice Worker Program to communities, ACCO's and relevant justice agencies
- Support the Yawal Mugadjina Cultural Journey program to assist clients who are leaving the prison system
- Work in conjunction with Community Corrections to support clients to complete orders (CCOs)
- Develop and deliver educational awareness on the importance of completing CCOs
- Support community members to finalise fines and warrants in partnership with the Sheriff's office including the WDP (work development program)
- Liaise with community and government organisations
- Provide support and referrals for clients with complex care needs and where appropriate, advocate on behalf in relation to justice issues
- Actively attend Local Aboriginal Justice Advisory Committee Meetings and provide updates, feedback
- Attend relevant training and information sessions
- Complete all reporting requirements for the program
- Other duties as required within the scope of this role and coordinated through the Community Services Manager.

3. WINDA-MARA VISION AND VALUES

OUR VISION

"That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives".

Our vision will be achieved by focusing on four themes.

"Mara" People	"Kooyoorn" Organisation	"Meerang" Country	"Culture" Culture
-------------------------	-----------------------------------	-----------------------------	-----------------------------

OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

Professionalism	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
Responsiveness	Responding in a timely, engaging, respectful and culturally appropriate manner.

Empowerment	Building, strengthening and empowering individual and community decision making.
Partnership	Creating better client outcomes through strong partnerships.
Accountable	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
Respect	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
Effectiveness	Effective 'results orientated' services meeting the needs of the community.
Social Justice	Providing justice, equity, social equality, and human rights.

4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

- Demonstrated experience in working with indigenous community members in a service delivery field
- Demonstrated ability in developing, delivering and evaluating a program
- Experience in problem solving and not responding negatively to high stress related situations
- Extensive experience in liaising with community and government organisations
- Knowledge of local agencies that could benefit clients and their wellbeing
- Excellent organisational and community skills
- Excellent computer skills to input data into specific databases
- Ability to work independently as well as in a team environment
- A sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people.

5. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
Y	Aboriginality – “This position is an identified position with applicants being of Aboriginal and/or Torres Strait Islander descent under the ‘Special Measures Act’, and able to provide proof of requested documentation.”
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to clients, other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support team members and/or employees to achieve organisation's goals.
9. Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

7. ACKNOWLEDGEMENT

In signing the acknowledgement below, I acknowledge and agree:

- I have read and understand this position description,
- To carry out the inherent requirements of this role to the best of my ability and knowledge, and;
- I have read, understand, and agree to abide by the company's values and code of conduct.

Name

Signature

Date