



# Local Justice Worker

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Local Justice Worker</b>
<b>Unit</b>	Community Services
<b>Reports to</b>	Community Services Manager
<b>Direct Reports</b>	N/A
<b>Hours of Work</b>	38 hours per week
<b>Mode of Employment</b>	Ongoing, Subject to funding
<b>Award / Agreement</b>	Social, Community, Home Care and Disability Industry Award 2010 [MA000100]
<b>Classification</b>	Social & Community Services Employee Level 3 Pay Point 1
<b>Remuneration</b>	In line with the above classification
<b>Salary Packaging</b>	Range of salary packaging benefits are offered to part-time and full-time employees.
<b>Location</b>	21 Scott St Heywood VIC or 107 Thompson St Hamilton VIC
<b>Probationary Period</b>	A six-month probationary period will apply.

# 1. PRIMARY PURPOSE OF POSITION

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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.

## Key responsibilities

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The key responsibilities of this position are to:

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

# 2. ABOUT WINDA-MARA ABORIGINAL CORPORATION

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Winda-Mara Aboriginal Corporation (WMAC) is a community-controlled organisation located in South-West Victoria with offices in Heywood and Hamilton. WMAC was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a strong membership base.

WMAC employs over 80 people and has a key focus to provide opportunities for local Aboriginal and Torres Strait Islander people and access culturally appropriate services. WMAC believes that culturally appropriate services will ensure a balanced approach by working with people rather than for people which will provide equality and self-determination. WMAC provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland, and surrounding areas over a number of programs including Land Management, Family Services, Medical Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision is “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

### 3. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

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

### 4. POSITION REQUIREMENTS

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Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
Y	<b>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.”</b>
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

### 5. GENERAL TERMS OF EMPLOYMENT

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1. All employees agree to abide by Winda-Mara’s Policies and Procedures and Code of Conduct.

2. All employees agree to act in a safe manner to provide a safe working environment.
3. All employees agree to participate in an Annual Performance Review and any other review processes.
4. Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
5. Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to 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 other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to 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.

**Applications addressing the Key Selection Criteria to:**

**People and Culture Manager  
PO Box 42 Heywood VIC 3304**

**Email: [peopleandculture@windamara.com](mailto:peopleandculture@windamara.com)**