



Position Description

POSITION DETAILS

Job title:	Bilingual Presenter – Matter of Respect Project
Classification level:	3
Service Area:	Partnerships and Community Development
Location:	Boronia with initial working from home arrangement due to current pandemic
Reports to:	Project Coordinator – Matter of Respect
Direct reports:	N/A
Employment status:	Part time (7.5 hours per week; availability on a Tuesday or Thursday) 3 month contract All positions at Eastern Community Legal Centre are subject to the continuation of external funding
Employment conditions:	In accordance with the <i>Eastern Community Legal Centre Enterprise Agreement 2013-2016</i> and applicable legislation, and the requirements contained in the job description, each of which forms part of this contract
Travel:	The position will require attendance at alternate locations, including other ECLC offices and sites as required, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed



EASTERN COMMUNITY LEGAL CENTRE

Vision: Human Rights | Fairness | Justice

ECLC is a multidisciplinary legal service that works to prevent problems, progress fair outcomes and support the wellbeing and resilience of communities and community members in Melbourne's East.

ECLC works with communities and community members living in Boroondara, Knox, Manningham, Maroondah, Whitehorse and Yarra Ranges.

Making the most of its abilities and the resources available, ECLC provides:

- information, advice and assistance across a range of legal and related issues
- advocacy to resolve problems at the earliest opportunity
- referrals to community agency partners
- integrated legal services, including through Health Justice Partnerships
- community development and education programs with a focus on rights, responsibilities and options
- primary prevention activities, using broad partnership approaches
- strategic advocacy to change unfair laws and improve systems and practices.

POSITION CONTEXT

Eastern Community Legal Centre is recruiting for two bilingual project workers who speak English and either Falam Chin or Karen to help deliver a workshop on Family Law.

The workshop is being developed by ECLC to help people better understand family law and family violence and where to get legal and other support. A range of short modules will be developed and recorded, to be delivered in Karen and Falam Chin via an online video conferencing platform (such as Zoom, or similar).

Workshop modules will cover topics including; family violence, how to prevent family violence from happening, the role of legal services and support available, rights to safety and protection, parenting, divorce and youth law. Workshop modules will be tailored to the needs of each community.

People who are interested in helping their community better understand their legal rights and responsibilities and where to access legal support are encouraged to apply for this position.

No prior legal knowledge is necessary for the role as the workshop content will be developed by ECLC in consultation with community.

Successful applicants will work with ECLC to help review, deliver and promote the workshops.

DECISION MAKING AUTHORITY

Decision-making authority over day to day workflow. Strategic or program decision making made in consultation with the Project Coordinator – Matter of Respect and Manager – Partnerships and Community Development (Outer East).



KEY RESPONSIBILITY AREAS

No.	Key Responsibilities
1.	<p>1.1. Work as a cultural consultant with ECLC to review the workshop content and ensure that written resources and workshop content is culturally appropriate, easily understood and translatable in the appropriate languages.</p> <p>1.2. Deliver and record the workshop modules in either Karen or Falam Chin. These recordings will be made available for community members via online platforms.</p> <p>1.3. Liaise with community leaders and promote the workshop to community members.</p> <p>1.4. Support ECLC to gain feedback from community members who watch the workshop modules online.</p> <p>1.5. Provide support as needed in other areas of ECLC, work to ensure cultural understanding and appropriateness.</p>
2.	<p>General</p> <p>2.1. Adhere to all ECLC policy and procedures as varied from time to time.</p>

KEY SELECTION CRITERIA (KNOWLEDGE & SKILLS)

Essential Knowledge & Skills

- Excellent interpersonal and communication skills
- Ability to speak and write English
- Ability to interpret and translate information in their own language
- Experience in group presentations and/or public speaking
- Confidence using Microsoft Office and other online digital platforms such as Zoom.
- Good networks and contacts in your community, particularly with people living in the Eastern Metropolitan Region

Desirable Knowledge and Skills

- Have an interest and commitment to community work
- Previous volunteering or work on a project with a mainstream service provider
- Hold a Victorian Probationary Driver's Licence or a full Driver's Licence



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

- **Commitment to ECLC Vision, Mission, Aim and Values**

Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

ECLC Values:

Respect - appreciating diversity and treating all people with dignity

Compassion - understanding the underlying causes of disadvantage & offering support without judgment

Advocacy - providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice

Safety - assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing

Justice & human rights - showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities

Strong governance & assurance - practicing proactive and transparent leadership and striving for continuous improvement

Resourcefulness & practicality - finding solutions through working collaboratively and generously sharing expertise

Innovation & entrepreneurship - encouraging new ideas, taking calculated risks to increase impact, and leading by example

Quality & evaluation - building evidence-based practice through a robust monitoring and evaluation culture

- **Self-Referral**

It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

- **Pre-employment Verification**

Appointment may be subject to satisfactory completion of screening requirements, including but not limited to:

- a valid Employee Working With Children Check
- National Criminal History Check
- International Criminal History Check
- verification of work rights in Australia
- certified copies of qualifications

APPLICATION PROCESS

To apply, please send the completed application form and your resume to employment@eclc.org.au
Applications must clearly address the selection criteria contained in the position description.

Applications close midnight on **Sunday, 4 October 2020.**

Further Information: www.eclc.org.au

Questions: Please contact Capella Henderson on 0419 038 490



eastern **community legal** centre