POSITION DISCRIPTION: Project Officer, Drug Outreach Lawyer Program

ABOUT THE ORGANISATION
Fitzroy Legal Service (FLS) is a community-based organisation, independent of government, dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. For further information please visit our website www.fitzroy-legal.org.au.

ABOUT THE DRUG OUTREACH LAWYER PROGRAM
The Drug Outreach Lawyer (‘DOL’) Program has been operating for twenty years and has assisted thousands of individuals whose offending is connected with, or underpinned by, alcohol and drug use that systemically creates disadvantage in engaging equitably with legal services and processes. The DOL program recognises this structural marginalisation by operating within a harm reduction/harm minimisation framework, and working in strong collaboration with health and allied community services to support better legal outcomes. Importantly the DOL program has a flexible service delivery model to best meet the needs of target clients who may be experiencing intersectional disadvantage, and also engages in community legal education, professional development, and policy/advocacy work to support the broader goals of the program in reducing harm.

The DOL program has traditionally been based in the City of Yarra. Congruent with the amalgamation between FLS and the Darebin Community Legal Centre, the DOL program has been expanded into the City of Darebin offering opportunities to engage with new health justice partners, outreach models, drug use patterns and treatment episodes.
**POSITION OUTLINE**

<table>
<thead>
<tr>
<th>Classification and conditions</th>
<th>The terms and conditions of employment are set out in the <em>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</em> and Fitzroy Legal Service policies. This position is classified at Level 4 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award and is offered as a two day per week position. All positions at Fitzroy Legal Service are subject to the continuation of external funding. Employer funded superannuation is paid in accordance with the <em>Superannuation Guarantee (Administration) Act 1992</em>, and is in addition to the salary offered. The benefits of tax-effective salary packaging, plus an additional three days ex-gratia leave between Christmas and New Year’s Day, are also provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>Contract to 31 January 2021 (with start date tbc)</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>This position will be based at the Fitzroy and Reservoir offices</td>
</tr>
<tr>
<td><strong>Responsible to</strong></td>
<td>Social Action, Policy and Law Reform Manager</td>
</tr>
<tr>
<td><strong>Direct Report/s</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>How to Apply</strong></td>
<td>Candidates are requested to email the following as one PDF document: • A covering letter, no longer than one page; • A response to the Key Selection Criteria; and • A resume which includes details of education, work and volunteer experience. Applications should be emailed no later than 5pm Friday 27 March 2020 to <a href="mailto:jblack@fls.org.au">jblack@fls.org.au</a> or phone 0421 782 603</td>
</tr>
</tbody>
</table>

**POSITION OBJECTIVE**

Broadly, the DOL Program Project Officer will assist with the implementation of the second year of the DOL program expansion into the City of Darebin. Specifically, the DOL Program Project Officer will work to assist in building the professional development, community development, data collection, research, partnership and advocacy capacity of the DOL program.
KEY DUTIES AND RESPONSIBILITIES

- Conduct activities to facilitate cross services AOD and legal sector knowledge;
- Survey AOD practitioners to establish base level of legal knowledge;
- Review available legal health checklists and tailor one specific to the DOL project;
- Develop and conduct a training program for AOD practitioners in the City of Darebin and City of Yarra (where possible);
- Identify and provide all relevant documentation and information about monitoring and evaluation (M&E) and data systems to the Evaluation Consultant;
- Administrative and logistical tasks, including organising workshops, meetings, and other program related activities;
- Organise evaluation interviews with external Project stakeholders as required;
- Assist with collection of data, development of case studies and preparation of reports and other accountability documentation as required;
- Participate in evaluation activities including:
  - interviews;
  - annual DOL reflection workshop;
  - other activities as agreed with program evaluator
- Undertake promotional and community engagement activities, including establishing, nurturing and developing referral pathways, within FLS and with external agencies;
- Work with other FLS staff on systemic advocacy/policy reform as identified;
- Participate in the Integrated Services Community of Practice;
- Participate in internal staff meetings, supervision and performance review processes;
- Adhere to organisational policies and procedures and support the agreed FLS Values and Behaviours;
- Undertake other duties as reasonably required by Social Action, Policy & Law Reform Manager and the Senior Drug Outreach Lawyer.
KEY SELECTION CRITERIA

Essential

1. Demonstrated high level written and verbal communication skills.
2. Demonstrated commitment to human rights/ access to justice.
3. Familiarity with harm reduction principles and the alcohol and other drugs sector.
4. The ability to work collaboratively to foster a cooperative and supportive team.
5. Computer literacy and capacity to undertake administrative duties.
6. Willingness to engage in flexible work practice to enhance the goals of the DOL program expansion.
7. Demonstrated effective time management, organizational and administrative skills.

Desirable

Some experience in community development would be favorable.