



COMMUNITY LEGAL EDUCATION OFFICER

Brisbane based

YAC values diversity in all its forms and welcomes applications from Aboriginal and/or Torres Strait Islander people; those from ethnically diverse communities; and LGBTIQ+ persons.

Position Overview	
Award	Social Home Care Community and Disability Services (SCHCADS) Award (Level 5/6 (depending on experience))
Purpose	To develop and deliver legal information and education: <ul style="list-style-type: none"> to young people and workers with young people about the law, legal system and young people’s legal rights within that system which is young person-centric and respects the right of young people to be involved in decisions which affect them and their lives
Location	Level 4/16 Peel Street, South Brisbane QLD 4101.
Hours / Term	22 hours per week for a 12-month period (with the possibility of extension)
Reporting	This position reports to the Legal Team Co-ordinator
Key Internal Relationships	<ul style="list-style-type: none"> The CLE officer works closely with the Youth Support Advocate, particularly in relation to youth worker training and specific funded CLE projects. The CLE officer works closely with the Communications & Advocacy Officer in sector engagement and advocacy related projects. The CLE officer works closely with the CEO and Legal Team to develop submissions and policy responses to various legislative amendments or other Government proposals. All staff are consulted on any new materials developed.
Applicants should note: <ul style="list-style-type: none"> The role involves working with young people and families with significant and complex issues. YAC supports the wellbeing of its staff who are encouraged to access regular supervision, including external supervision if staff consider that is appropriate. The role includes significant travel (a car is provided). There is an expectation that staff will be reliable and punctual, both within the office and in responding to young people and their families, and support diversity and respect in the work place and their practice. 	
Role and Responsibilities:	Outputs
Develop resources for, and give info sessions to, young people about the law, the legal system, their rights within it and how to exercise those rights appropriately.	Legal information sessions at: youth services, high schools, alternative education providers and the youth detention centre.
Lead projects delivering legal information focusing on specific areas of the law relevant to young people and developing resources with and for young people.	Fact sheets and information on multimedia platforms. In accordance with project guidelines – including reports to funding entities.
Develop and update (as needed) resources for, and deliver training or information sessions to youth workers, and other people working with young people to give workers the skills to actively assist young people when	Fact sheets and information on multimedia platform

legal issues arise for the young person and/or the worker when working with young people.	Workshops, information or networking sessions for those who work with young people delivered around the state as funding allows.
<p>Contribute to the critique of current and proposed law and youth policy and to raising the awareness of the government and the community generally about:</p> <ul style="list-style-type: none"> • young people and how the law and the legal system impacts on them, including the provision of factual information which relates to young people, particularly in relation to offending. • our obligations under the United Nations Convention on the Rights of the Child and other international instruments relevant to children. 	<p>Either individually or in conjunction with other members of the YAC team, draft submissions, reports and articles (proactively or in response to proposed policy changes or legislation etc) in relation to young people and the law and legal system, particularly drawing on the experiences of young people and workers as identified through legal education sessions.</p> <p>Contribute to developing responses to appropriate media inquiries in relation to the above.</p>
Comply with reporting obligations as required by funding requirements.	<p>Reporting the service delivery of CLE sessions and law reform activities in accordance with funding or project guidelines.</p> <p>Engagement and reporting of attendance at the external stakeholder meetings as required by funding or project guidelines.</p>

Required Skills:

Prerequisites

1. A tertiary qualification in Law or similar qualification incorporating a comprehensive knowledge of the Queensland Legal System in particular the criminal law system.
2. Possession of a positive Qld Working with Children check (“Blue Card”).
3. Possession of a clean “C” class Driver’s Licence.
4. Australian citizenship, permanent residency or a permanent visa which allows you to work as advertised.

Essential

5. High level ability to undertake legal and socio/legal research and apply the law as it relates to young people and youth workers.
6. Excellent oral and written communication skills, including an ability to convey information and communicate effectively in a variety of settings and formats to a variety of audiences.
7. Highly developed understanding of advocacy, social justice issues, and the rights of vulnerable people, particularly in relation to their empowerment through the acquisition of information and knowledge.
8. Compile high quality written submissions in relation to issues relating to youth justice and other laws impacting youth.
9. Ability to exercise empathy, discretion and sensitivity when communicating with clients and stakeholders.
10. Advanced computer literacy skills including use and maintenance of cloud-based computer systems and software programs including Microsoft 365 and Adobe suite, and database coordination and reporting.
11. Highly developed and effective interpersonal and communication skills, both written and oral.
12. Effective organisational skills including self-management, planning, and prioritisation and the ability to work under pressure.
13. Ability to proactively identify process/system inefficiencies and provide a range of solutions.
14. Ability to work well as a member of a team.
15. Commitment to YAC’s values and social justice principles

Desirable

16. Experience of working with young people, particularly vulnerable or marginalized young people.
17. Accreditation as a workplace trainer or related experience.

18. Demonstrated skills and understanding of how to utilise social network tools within the community service sector.
19. Experience with Project management and facilitation including managing budgets, resource allocation, developing workshop materials and reporting outcomes.
20. Experience and skills with Prezi, Facebook, TikTok.

YAC Framework and practice principles

Client centred - staff will be flexible in terms of meeting with young people and their families, going to where they may feel most comfortable. Staff may need to be available before and after formal office hours.

Strengths based – the Service will draw on the strengths and resources of the individual and community to address the challenges they face.

Trauma informed - the Service will be trauma informed, recognizing the impact of early year’s trauma on brain development and the need to identify trauma informed behaviours.

Culturally competent – the Service will align with the Australian Institute of Criminology’s National Crime Prevention Framework’s best practice guidelines for preventing involvement in crime for Aboriginal and Torres Strait Islander people.

Persistent - means being visible to young people and showing that you are available to support in a non-paternalistic or patronising manner. Responses will include continuing to work collaboratively with services within the local service system and being visible to groups or at places until rapport is established. It also means being persistent in advocating for the needs of the young person where that intervention is agreed.

Reliable - is another fundamental: many vulnerable and disadvantaged young people feel let down by the adults around them. Building rapport with young people means showing that you are reliable in your support: staff must be where they say they will be when they say or do what they say they will do.

Practical - will be a key part of the case plan developed with the young person. This also means that responses must be realistic. A young person must feel that they are moving forward and effecting change in their lives and this means strategies and outcomes must be practical and achievable.

Comprehensive - recognised that a holistic response to young people’s life challenges is the only way to effect change.

Additional Information for Applicants

This is a great opportunity to join a well-respected community legal and social welfare agency and play your part in helping young people and their families to get their lives back on track! YAC is a well-respected, specialist community legal and social welfare agency for young people 10-18 years who are involved in, or at risk of involvement in the youth justice and/or child protection systems; and/or who are homeless or at risk of homelessness (and aged 16 up to 25 years, dependent on location) across the greater Brisbane area (and beyond for its bail support service).

Vision

Young people achieve their full potential through the community accepting collective responsibility for their importance, empowerment, rights, well-being and humanity.

Mission

To increase young people’s access to legal and social justice by actively supporting and speaking out with and for young people.

Philosophy

- Unconditional commitment to the UN Convention on the Rights of the Child
- Confidential, professional and honest engagement with young people
- Respectful engagement with stakeholders and others for the benefit of young people
- Holistic responses to address the interconnected and interdependent issues in young people’s lives
- Advocacy for young people collectively as well as individually

- Collective responsibility as a staff for working as a team and upholding and delivering on YAC's mission and philosophy.

For more detail about YAC and its programs, please see the Annual Report at:

<https://yac.net.au/wp-content/uploads/2023/11/YAC-Annual-Report-22-23.pdf>