



Queensland Indigenous Family Violence Legal Service
Client Support Officer
Rockhampton

QIFVLS is committed to assisting Aboriginal and Torres Strait Islander peoples who are victims of family violence and /or sexual assault. We do this by delivering culturally appropriate and free legal, support services and community education services.

We are seeking a passionate and driven **Client Support Officer** looking to make a difference in communities through community education, activities and support services.

Your main responsibilities will include :

- Engage with the community and refer clients to QIFVLS legal support services.
- Engage with other service providers to facilitate referral processes for clients.
- Facilitate Community Education programs and activities for support groups.
- Assist with the provision of court support and information services to people who are victims or survivors of family violence and sexual assault.
- Arrangements for client meetings, diary management and travel plans together with the Solicitor
- General office administrative duties such as answer the phone, mail distribution, pick up court documents, etc as required

The successful candidate will possess :

- Certificate / Diploma in Social Welfare and/or Legal or equivalent experience
- Excellent communication and interpersonal skills
- Intermediate skills in Word, Excel and Outlook
- Strong organisational skills with the ability to handle multiple tasks simultaneously
- Previous experience working in social welfare and/or legal environment
- Team skills, initiative and the ability to work unsupervised
- A keen eye for detail and high level of personal ownership for tasks
- A current driver's license

This position is an Aboriginal and Torres Strait Island identified position in accordance with Sections 25, 104, 105 of the Anti-discrimination Act 1991.

We offer a competitive remuneration package including salary sacrifice and professional development.

Interested ?

Please send your cover letter and resume through to the HR Manager,
ndent@qifvls.com.au

Closing Date : Friday 31st October 2014