**Client Support Officer**

Rockhampton

This is an Indigenous Identified position. (QIFVLS claims exemption under the QADA Section 104)

QIFVLS are a not-for-profit organisation that provides free legal services, welfare support, advocacy and community education to Aboriginal and Torres Strait Islander victims of family violence and/or sexual assault.

Due to an internal staff promotion we now have a vacancy for a Client Support Officer (CSO). The CSO is responsible for client relationships, facilitating community education programs and providing community support services. The role also provides administrative support to our Legal Practice team, and therefore your capacity to work with our Solicitors is essential.

Duties include but are not limited to:

* Attending court to be the support person for our clients
* Assisting in providing education sessions in communities, schools and to other stakeholders
* Writing up client file notes
* Networking and liaising with community organisations

The person we seek will be personable, caring and possess excellent organisation skills. A current drivers licence is mandatory for this position.

*QIFVLS acknowledges that this position is funded by the Australian Government through the Department of Prime Minister and Cabinet.*

To apply, send a cover letter and your resume to [careers@qifvls.com.au](mailto:careers@qifvls.com.au) on or before COB 5 September 2016.