

15 December 2017

Dear Applicant,

Thank you for your indication of interest in the position of *Aboriginal Service Coordinator* at Financial Rights Legal Centre (Financial Rights).

### **Aboriginal Identified Position**

The role is a targeted Aboriginal or Torres Strait Islander recruitment under Part 5, clause 26 of the Government Sector Employment Rules 2014. Financial Rights considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW).

#### Addressing the Aboriginality selection criterion at the interview

Aboriginality is a selection criterion for the advertised position, and the selection panel may ask you a question about your Aboriginality. The panel is trying to determine how your cultural background, along with your skills and experiences make you the best person for the job. You may be asked a question along the lines of:

*"Please outline to the panel, your previous experience at working with and engaging Aboriginal and Torres Strait Islander people and communities together with your professional skills, knowledge and experience and how you think these will benefit the FRLC".*

### **A note on our 'Cultural Safety' and 'Aboriginal Employment Target' commitments.**

Financial Rights understands that 'Access-to-Justice' for potential clients, turns on our Cultural Safety. We have recently started a new dedicated advice service for Aboriginal and Torres Strait Islander people by creating a dedicated telephone line. We see the *Aboriginal Service Coordinator* role as critical to planning, developing and promoting this new service and helping to ensure that all the services we provide at Financial Rights are accessible to Aboriginal and Torres Strait Islander people.

You will work as part of Financial Rights' policy team to:

- Help develop an outreach, communications and networking plan for Financial Rights' services to Aboriginal and Torres Strait Islander communities;
- Help develop and promote our Aboriginal Advice Service (AAS), a dedicated telephone advice line for Aboriginal and Torres Strait Islander callers and advocates working in their communities (like financial counsellors or caseworkers) Australia-wide;

- Promote our services (including the AAS) in whichever ways will impact the most on Aboriginal and Torres Strait Islander people and communities, including some travel to regional and remote parts of Australia;
- Build relationships with Aboriginal and Torres Strait Islander people, community leaders, advocates and professional intermediaries (financial counsellors, lawyers and caseworkers) with the goal of promoting our services, learning about common problems that Aboriginal and Torres Strait Islander communities face in regards to financial services, and working with other staff to improve our services and systemic advocacy for Aboriginal and Torres Strait Islander people;
- Provide information and support over the telephone, in person and via other communications technologies to people coming to our service for assistance, including Aboriginal and Torres Strait Islander people;
- Act as the primary point of contact for Financial Rights when developing and maintaining relationships with key Aboriginal and Torres Strait Islander stakeholders to cultivate greater engagement, partnerships and connectedness between Financial Rights, regional community groups and service providers/organisations and Aboriginal and Torres Strait Islander communities; and
- Help generate, update and improve the Financial Rights' self-help resources available on the Financial Rights websites in ways that will make them more accessible to Aboriginal and Torres Strait Islander communities.

Enclosed, please find the following documents:

- Financial Rights Legal Centre's Purpose and Objectives
- Position description for the position of *Aboriginal Service Coordinator*
- Selection Criteria for the position of *Aboriginal Service Coordinator*
- Statement regarding salary

Applications that do not address the Essential Selection Criteria will not be considered. We do not expect that most applicants will have all the experience listed in the Highly Beneficial Criteria.

Once we have received your written application addressing the Selection Criteria, suitable applicants will be asked to come into our office to take part in a formal interview process. Reference checks will also be conducted prior to offering the position to the successful applicant. All of your application and personal information will be kept confidential.

Our website [www.financialrights.org.au](http://www.financialrights.org.au) provides more information about Financial Rights. If you wish to discuss the position or the work of Financial Rights further prior to forwarding your application, please do not hesitate to contact Karen Cox at [Karen.cox@financialrights.org.au](mailto:Karen.cox@financialrights.org.au) or 02 8204 1340.

Please note that the position is subject to a 6 month probation period.

**Closing date for applications:**

**Monday 29 January 2018**

Applications may be sent by e-mail:

[info@financialrights.org.au](mailto:info@financialrights.org.au)

Or ordinary post:

Financial Rights Legal Centre Inc.

P.O. Box 538

Surry Hills NSW 2010

Regards,

A handwritten signature in blue ink, consisting of a series of fluid, connected strokes that form a stylized name.

Karen Cox

Coordinator

Financial Rights Legal Centre

T: (02) 9212 4216