

MACQUARIE LEGAL CENTRE

Western Sydney Tenants' Service (WESTS), Parramatta

Tenants' Advocates

1 full time position 35 hours per week, 6 Month contract

1 part time position 21 hours, 1 Year contract

Provide tenancy advice, referrals, community education, advocacy, and representation at the Consumer, Trader and Tenancy Tribunal

WESTS Parramatta is a Tenants' Advice and Advocacy Program that provides free tenancy advice to residential tenants.

Essential selection criteria:

1. Demonstrated experience and skills in casework and advocacy.
2. A clear understanding and commitment to tenants' rights and social justice principles.
3. Knowledge of the Residential Tenancies Act, tenancy law and the Consumer, Trader and Tenancy Tribunal.
4. Experience in the research, review and interpretation of policy and legislation.
5. Demonstrated commitment to access and equity principles.
6. Ability to work independently and as a cooperative member of a team.
7. Excellent written and interpersonal communication skills.
8. High level computer literacy and word processing skills.

Total remuneration

Full time (6 month contract) \$28,099.55 – \$29,753.48, Salary \$25,779.40 – \$27,296.77, 9% superannuation, and optional salary packaging

Part time (1 year contract) \$31,310.90 - \$33,153.87, Salary \$28,725.60 – 30,416.40, 9% superannuation, and optional salary packaging

Applications must address the selection criteria available in information package contact (02) 8833 0955 or WESTS_Tenancy@clc.net.au

Applications & CVs to: Convenor WESTS Selection Committee, Macquarie Legal Centre, PO Box 23 Parramatta, NSW 2124.

Emailed applications will not be accepted.

Closing date: 8 March 2010 5pm