



POSITION DESCRIPTION

Position:	Bicultural worker Fixed Term Part Time Ending 30 th June 2027
Hours and days of work:	9am – 5.06pm with ½ hour lunch break (7.6 hours per day) Thursday and Friday
Location:	13A Wingate Avenue, Ascot Vale 3032 and the Djerring Flemington Hub
FTE:	0.4
Classification:	Level 3.1 Victorian Community Legal Centres Multi-Enterprise Agreement 2024 – 2027 + 3%
Reports to:	Community Lead
Date Approved:	August 2026

About MVLS

Moonee Valley Legal Service (MVLS) is a place-based community legal centre which is co-located with Wingate Avenue Community Centre on the Ascot Vale Public Housing Estate. We are an integrated service and provide legal advice and assistance to people who live, work or study in the City of Moonee Valley. We work in four key areas: housing justice, economic justice, family law and family violence, and criminal law. We have deep connections with the communities we work with and are focused on early intervention and access to justice. At MVLS we navigate, educate and advocate.

Position Objective

MVLS is committed to working with Bi-cultural workers with linguistic and cultural expertise, as well as lived experience of public housing to increase community representation in our service. This role will focus on public housing residents, in Flemington and Ascot Vale estates, but does also work in the wider Moonee Valley City Council.

As a Bicultural worker, you will work in a team to reach out to individuals and communities with whom you share similar cultural experiences and understanding. You will be supported to consult with and share information in relevant languages and in culturally appropriate ways.

You will use your cultural knowledge or lived experience to Navigate communities through complex legal systems, and provide appropriate referrals. You will also educate the community on their rights, and how to access appropriate supports for their legal or social issue.

Bi-cultural workers are also advocates. You will speak out about barriers, challenges and discrimination faced by their communities and advocate for change.

Key Responsibilities

- Contribute to the day-to-day work of the MVLS.
- Support the development of community legal education, community projects, and community legal information for the local community.
- Facilitate community-led project development and planning to ensure accessibility and relevance for community groups.
- Assist MVLS and other partner organisations with community engagement, consultation to identify community interest, needs, strengths or challenges.
- Review materials, resources and services to assess accessibility or relevance.
- Share service information with community groups in relevant language and culturally appropriate ways.
- Educate community members about services and facilitate access.
- Support the Community Lead with ad-hoc administration tasks.
- Share information regarding cultural perspectives/tradition/values to facilitate cultural safety.
- Advocate for community needs.
- Other duties as required that align with the level of responsibility as described in the classification of the Victorian Community Legal Centres Multi-Enterprise Agreement.

Selection Criteria

Essential

- Bi-lingual or multi-lingual (including proficiency in English and one of the following identified community languages (Oromo, Tigrinya, Somali, Amharic, Arabic)
- Shared lived experience of public housing as a migrant community; an understanding of culture, tradition, values and refugee-like experiences (when relevant).

Optional

- Awareness of community networks, systems and structures.
- Community networks/connections and demonstrated relationship building skills.
- Understanding of general community strengths, challenges, interests and needs.
- Experience in community advocacy. Experience engaging with organisations and other stakeholders.

- Effective cross-cultural communication skills.
- Cultural bridging skills:
 - demonstrated ability to explain complex ideas in culturally relevant and accessible ways
 - Demonstrated ability to feedback community perspectives to employing agencies
 - Knowledge of Australian systems, navigation and referral pathways
 - A commitment to advocate for community needs
 - Respect and acceptance of diversity and difference
- Basic computer and literacy skills.

To apply, please email to admin@mvls.org.au your latest CV and a one page cover letter outlining:

- How you are connected to the Flemington and Ascot Vale communities, and the larger Moonee Valley City Council
- Your life experience in or around public housing and migrant communities
- Any experience you might have on supporting people to navigate systems, like the legal system or the social security system.

If you have questions about this position, please call **Ilo Diaz on 9376 7929**.

Applications will close on the 11th September at 5pm.