



Position Description: Family Lawyer

Position Details

Position Title	Family Lawyer	Location	15 Dawson Street North, Ballarat
Terms of Employment	20 month Fixed-Term Contract	Hours	Part-time 22.8 hours per week
Reports to	Principal Lawyer Centre Manager	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker, level dependant on experience. All conditions are in accord with the award and the current Community Legal Centres Multi Business Agreement.

Organisational Context

Central Highlands Community Legal Centre has been providing free legal information, advice, education and referrals to the community for the past 25 years.

The Centre is committed to serving the community as a whole providing accessible, high quality legal support within our local and regional communities.

Like many Community Legal Centres we are provided with recurrent government funding to provide our core services, and as such we are accountable in keeping within the Commonwealth Guidelines for the funding of Community Legal Centres. Smaller funding grants are eagerly sought for small and medium scale projects from local government and philanthropic organisations.

The Centre delivers its services in a way that contributes to the creation of a fair, just and equitable society. It does this by addressing inequalities in the law and access to legal services through support and empowerment of those members of the community who are most disadvantaged.

Position Objectives

Central Highlands Community Legal Centre has received funding under the Community Legal Centre Assistance Fund 2017-2019 to provide additional support in the areas of family violence and family law to clients experiencing or affected by family violence.

The Lawyer will work together with CHCLC's current Family Violence Duty Lawyer service to provide legal support in family law and family violence to clients who have experienced family violence.

Key Responsibilities

Service delivery

- Provide legal information, advice and casework services to clients in accordance with the Centre's Casework Guidelines and National Partnership Agreement
- Refer clients to other relevant services and community resources, based on a sound knowledge of and relationships with other service providers and government departments
- Maintain an appropriate case management system including participating in weekly case management meetings, up to date file notes and regular file reviews
- Ensure that all work is conducted within the requirements of the *Legal Profession Act 2004* and Rules, the Centre's Professional Indemnity Insurance and the Centre's policies and procedures
- Maintain up to date knowledge of relevant legislation, procedures and practises relevant to the position
- In accordance with the Centres Casework Guidelines and National Partnership Agreement, provide support and legal representation to clients in courts and other legal forums
- Work closely with the rest of the team to ensure the best possible outcomes for clients

Community Development and Law Reform

- Proactively promote and raise the profile of CHCLC by identifying opportunities, and building and maintaining positive relationships with key stakeholders including, but not limited to, courts, legal firms, and social support agencies
- Help facilitate Community Legal Education activities in consultation with the Centres Project and Education Officer
- Identify trends and issues arising from legal advice and casework practice
- Participate in relevant law reform activities such as submissions and campaigns

Service Development and Reporting

- Assist with collection of data and preparation of reports and other accountability documentation as required by the Centre Manager
- Provide a written report to the Centre Manager and Principal Lawyer on a monthly basis
- Liaise with the Principal Lawyer on a regular basis and attend casework meetings as required
- Participate in organisational development activities and strategies
- Contribute to monitoring and evaluation as required

Professional Development

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and obtain relevant CPD points
- Undertake the Common Risk Assessment Framework (CRAF) Minimum Practice Guide 2

Selection Criteria

Essential

1. Holds or is eligible to hold a current Victorian Lawyers Practising Certificate and is admitted to practice in the Federal Jurisdiction with a minimum 2 years post admission experience
2. Critical interpersonal communication skills, including communicating with clients with empathy.
3. Sound organisational skills and ability to manage workload and competing demands, keep accurate files and records, meet deadlines and work effectively as part of a team
4. Understanding and commitment to principles of social justice and to working effectively with vulnerable and disadvantaged people
5. Demonstrated skills and knowledge of Family Law and Family Violence
6. Demonstrated experience in undertaking direct legal services including information, advice, negotiation and advocacy on behalf of clients and representation of clients in courts and other legal settings
7. Willingness to work within the office and outreach locations as required such as court

Desirable

8. Experience working in the community sector and a commitment to the philosophy and principles of Community Legal Centres
9. Experience in undertaking systemic advocacy and assisting in the delivery of community legal education

Conditions of Employment and other relevant information

- CHCLC strongly supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- The successful applicant will be required to undertake a National Police Records Check and obtain and maintain a Working with Children's Check.
- The successful applicant will be required to hold a current unrestricted driver's licence and have access to a reliable vehicle
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- Salary sacrifice arrangements are available to all staff subject to CHCLC's ongoing Fringe Benefits Tax exempt status
- CHCLC is a White Ribbon Accredited Workplace. White Ribbon Workplaces are Centres of respect and proactivity in relation to the safety of women in the workplace. Staff members are expected to be committed to addressing men's violence against women whether inside or outside of the workplace

Application Process

Candidates must email in PDF form the following:

- A covering letter, no longer than one page;
- A document which addresses the key selection criteria set out above;
- A resume which includes 3 professional referees

Applications must address the Key Selection Criteria or they will not be considered.
All applications should be addressed to:

Lisa Buckland
Centre Manager
Applications can be emailed to
lisa_buckland@clc.net.au

Close date: Monday 22nd January, 2018 at 5pm.

