



## **HEALTH JUSTICE PARTNERSHIP- LAWYER POSITION DESCRIPTION**

---

<b>Position Title:</b>	Lawyer
<b>Terms of Employment:</b>	The position is a 24 month fixed- term part- time position.
<b>Hours:</b>	Up to 30.4 hours per week (.8EFT).
<b>Award</b>	Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010
<b>Salary:</b>	Terms and conditions of employment are based on the Community Legal Centres Multi- Business Agreement with award salary (SCHCADS) in the range based on qualifications, skills and experience. Generous salary packaging is available including accommodation and meal packages. Additional ex gratia leave is provided between Christmas and New Year's Day.

### **Position Purpose:**

---

#### **Context:**

#### Grampians Health Justice Partnership

The Grampians Health Justice Partnership has been established through a grant provided by the Department of Justice and Regulation of Victoria in support of Health Justice Partnerships. The project's objective is to provide an integrated legal, financial and health service for people in the Grampians Region.

This partnership will reduce the impact of legal and financial issues on the health and well-being of vulnerable people by providing timely identification and response to their legal and financial needs, through increasing the capacity of our agencies and by raising the awareness amongst community of the services available to them.

The HJP provides for a part-time lawyer and a part-time financial counsellor to be embedded within the people and community support teams at Grampians Community Health (GCH), in particular working alongside the Homelessness and Family Violence Team.

The HJP lawyer will champion the Grampians HJP and will be the primary contact within the service and the wider community for the HJP. The position will be based on site at Grampians Community Health, Stawell Campus, with the option for outreach to the Horsham Campus as well as attendance at Ararat, Stawell and Horsham Courts.

This innovative model brings legal and financial support within a health service, to ensure the most vulnerable people have access to legal and financial help when they need it most.

The HJP enables the respective professions to work together to improve the holistic health of clients. This model not only helps individuals but alleviates strain on the healthcare and legal systems.

### Central Highlands Community Legal Centre

CHCLC is a not-for-profit community based organisation funded by both the State and Federal governments to conduct activities for the legal benefit of people in our region. As a part of these activities, CHCLC works within groups of the community to provide community legal education in order to proactively assist people in informing themselves of legal issues that may have an impact on those people at some time in the present or future.

### Grampians Community Health

GCH is a public and charitable, NFP company registered under the Health Services Act and ASIC and ACNC, holding DGR status. Established in 1985, GCH has expanded from a small counselling/community development service to a combined team of 150 plus staff and an active volunteer team of 95 people. GCH provides a breadth of primary health, therapeutic and community support services within the Central Grampians and Wimmera regions, with a mix of outreach and site based services in Horsham, Stawell, St Arnaud, Warracknabeal and Ararat. Funding bodies include state/commonwealth governments, WestVic PHN, and philanthropic trusts, amongst others

## **Position Description**

The position will be based at Grampians Community Health Stawell Campus. This position reports to Centre Manager and Principal Lawyer of CHCLC, however must adhere to Policy and Procedure and work practices of GCH.

### **Advice, Case Work and Service Development**

- Provide advice and casework services in accordance with CHCLC's casework guidelines with an emphasis on family law family violence, credit and debt, consumer law, summary crime, infringements, victims of crime and civil disputes;
- Handle initial client enquiries, warm referrals from health care professionals, community workers and 'walk ins', and provide referrals where necessary;
- Assist in the delivery of Duty Lawyer services at the Ararat, Stawell and Horsham Magistrates' Court in relation to family violence intervention order applications and summary crime matters;
- Provide secondary consults to GCH colleagues;
- Undertake appropriate file management and data collection procedures;
- Attend case management meetings if appropriate;
- Adhere to confidentiality and privacy principles.

### **Community Legal Education**

- Delivery of community legal education, including seminars and workshops;
- Assist in promotional activities.

### **Administration & Accountability**

- Participate in relevant planning, evaluation and reporting activities;
- Other duties as may be required from time to time by the Centre Manager and Principal Lawyer;
- Provide monthly written reports as required by the Centre Manager;
- Attend to all administrative tasks associated with the conduct of files in accordance with the policies and procedures of CHCLC.

### **General**

- Undertake appropriate training/professional development in consultation with the Principal Lawyer;
- Supervision with the (team) to assist with the management of GCH clients;
- Ensure compliance with Policies and Procedures of the CHCLC and GCH;
- Attend planning meetings and supervision meetings with CHCLC;
- Attend all staff meetings at GCH and other team meetings as required;
- Maintain a teamwork approach at all times;
- Other duties as directed by the Centre Manager
- Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
- A National Police Check and Working with Children Check (if required) will be required prior to commencement of employment

- GCH strongly supports Equal Opportunity and Access to Services, and requires all staff working from our sites to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.

## **KEY SELECTION CRITERIA**

### **Prerequisite**

- Tertiary qualification in Law at the time of commencement of the position;
- Victorian Practising Certificate and proof of entitlement to practice in the Victorian and Federal jurisdiction;
- Willing to provide a Police Record and Working with Children Check;

### **Essential**

- Experience and ability to undertake a range of legal work (including some appearance work) in areas of law including family law, family violence, credit and debt, consumer law,
- summary crime, infringements, victims of crime and civil disputes;
- Knowledge of (and experience if possible) of integrating legal services in health or social settings;
- Demonstrated experience in working with vulnerable people and understanding of the key issues that impact on people's health and wellbeing;
- Ability to communicate effectively with a diverse range of stakeholders including clients, health care professionals and community groups;
- Commitment to social justice;
- Demonstrated capacity to work in and support a cohesive team environment;
- Knowledge of working and operating within organisational policies and procedures;
- Drivers Licence and access to a vehicle.

### **Desirable**

- Prior experience in a community legal centre or legal aid;
- Experience in establishing and implementing projects;
- Experience in community education programs.

### **Classification**

Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010 Level and pay point dependant on experience.

### **Salary and Conditions**

This is a part-time fixed term position (up to 30.4 hours per week) for a 24-month period

- 9.25% superannuation;
- 17.5% annual leave loading;
- Generous Salary Packaging available;

- employees are eligible for salary packaging. Salary packaging is an Australian Taxation Office approved means of restructuring your salary to reduce your taxation. Salary Packaging allows you to pay for certain expenses with pre-tax income, lowering your taxable income therefore you may pay less tax. Salary packaging items include:
  - everyday living expenses including mortgage, rent or credit card payments
  - meal entertainment expenses
  - holiday accommodation and venue hire
  - the finance and running costs of your car through Novated Leasing, and
  - Other work related expenses.

Note: this is an arrangement between the Employee and the Salary packaging provider. The employee will meet any costs or liabilities associated with these requirements during the period of their employment.

Other terms and conditions as per the National Employment Standards and Legal Practice (Admission Rules).

### **APPLICATION REQUIREMENTS AND PROCESS**

Candidates must email 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 your contact details, education, previous work and volunteer experience.

Applications must address the KSC or they will not be considered. Applications should be emailed in PDF form to:

Lisa Buckland  
Centre Manager  
Email: [recruitment@chclc.org.au](mailto:recruitment@chclc.org.au)

Close date: Friday 13th July at 5.00pm.