

Darebin Community Legal Centre Inc
Job Description

Job title: **Community Lawyer**

Award/Classification: Classified under the Community Legal Centres Multi Business Agreement Victoria 2006-2009, Social Community Home Care and Disability Services Industry award 2010, Level 5.

Salary packaging of up to \$15,900 also available.

Hours: **Part Time, 30 hours per week (negotiable) ongoing**

Location: **279 Spring St, Reservoir VIC 3073
Heidelberg Magistrates Court, Jika Street, Heidelberg
Metropolitan travel may be required**

Reporting to: **Principal Lawyer (generalist)
Family Violence Manager and Principal Solicitor
Executive Officer**

Purpose of the position

These exciting positions provide high quality integrated legal assistance across the program areas of the Centre, ensuring holistic access to justice particularly where there is complex need and additional systemic disadvantage.

The role will include opportunities to provide legal advice and advocacy as a duty lawyer in the Family Violence Division of the Heidelberg Magistrate's Court; generalist legal advice and casework, oversight of evening legal clinics, high quality advice and targeted advocacy for clients in prison, and assisting with law reform and community legal education as appropriate.

Key responsibilities

Legal

- In accordance with the casework guidelines and Policies and Procedures of the Darebin Community Legal Centre, provide legal information, advice and casework services to eligible clients of the Centre, in areas including criminal law, family violence, tenancy, infringements, VOCAT, administrative law and civil law.
- Provide oversight of legal advice at evening legal clinics
- Provide representation in various courts and tribunals as required
- Provide duty lawyer services at the Heidelberg Magistrates' Court
- Provide legal advice and targeted advocacy through the Prison Outreach and Advocacy

program for clients who are imprisoned

- Maintain and manage personal caseload as negotiated with the Principal Lawyer, including a file list and administrative tasks as required

Support community legal education (CLE), training and law reform

- Provision of legal information and secondary consults to community workers about family violence related legal issues as required.
- Assist in design, development and delivery of community legal education and projects
Attend networking meetings and forums held throughout the community legal sector
- Participate in law reform activities as required.

Other responsibilities

- Contribute to the achievement of the Centre's strategic objectives and evaluation of the Centre's services
- Training and supervision of volunteers
- Liaise with government (local, state, federal), local agencies and community workers.
- Maintain professional skills and expertise by undertaking CPD training relevant to the Centre's work.
- Attend staff meetings and other communication networks.
- Comply with the Centre's Policy and Procedures Manual including the requirements of Centre's Service Standards and Performance Indicators Manual
- Take reasonable steps to ensure a safe work environment.

Selection Criteria

Essential	Desirable
Admission to practice as a Barrister and Solicitor of the Supreme Court of Victoria, eligibility to practice in the Federal Court of Australia, and eligibility to hold a practicing certificate under the Legal Profession Uniform Law	Experience working in Community Legal Centres and understanding of the legal assistance sector.
Commitment to social justice	
At least 1 year post-admission experience in the provision of legal casework services in any of the practice areas of the centre	
Court advocacy experience, especially in the practice areas of family violence intervention orders	
An understanding of barriers experienced by people who are imprisoned	
Highly developed communication and interpersonal skills, including working with people with a diversity of lived experience	
Previous experience working with other professionals and non-legal services to achieve an interdisciplinary response for clients	
Highly developed organisational and case management skills and the ability to work in pressurised environment	

Darebin Community Legal Centre is an Equal Opportunity Employer.

Employee Signature _____ Date _____

Executive Officer Signature _____ Date _____