



Position Description

JOB TITLE: Solicitor/Caseworker

JOB TYPE: Full-time

CLASSIFICATION: Grade 4, Welfare Rights Centre Ltd Enterprise Agreement 2008

REPORTS TO: Coordinator/Principal Solicitor and Senior Solicitor/Senior Caseworker

PURPOSE OF THE POSITION:

The Solicitor/Caseworker's primary role is to contribute to the casework practice of the Welfare Rights Centre, through the provision of information and advice and individual casework involving advocacy directly to Centrelink and to the Administrative Appeals Tribunal (AAT).

MAIN DUTIES/RESPONSIBILITIES:

The duties and responsibilities of the Solicitor/Caseworker are as follows:

1. Provide information and advice to people who contact the Centre in all areas of social security law.
2. Advocate for clients to Centrelink.
3. Identify clients whose circumstances or social security matter meet the Centre's casework guidelines and raise these clients and their issues at casework meetings.
4. Preparation of submissions to the Authorised Review Officer and to the first tier of the AAT.
5. Representation of clients at hearings in the first tier of the AAT.

6. Application of principles of professional file management and the Centre's file review system.
7. Maintain an advice and casework load commensurate with hours per week and annual targets.
8. Participate in practice management strategies, such as Cross Check and the National Accreditation Scheme.
9. Perform responsibilities in accordance with applicable professional and risk management standards and the Centre's policies and practices.
10. Identify and report strategic and public interest litigation opportunities and wider policy issues arising out of casework to staff and casework meetings, which will contribute to the Centre's and the National Social Security Rights Network's public advocacy and policy work.
11. Attend and contribute to staff and casework meetings and annual planning days.
12. Supervise students and volunteers.
13. Contribute to the smooth running of the Centre's operations.
14. Contribute to the Centre's work in at least one of the following areas:
 - a. coordination of the volunteers program;
 - b. policy and law reform work;
 - c. media, including social media, work;
 - d. community legal education;
 - e. design and production of publications, including factsheets, and/or
 - f. fund raising.

Qualifications & Experience:

If the occupant is employed as a Solicitor, he or she must have the following qualifications and experience:

- eligible to hold a Practising Certificate in NSW; and
- experience working or volunteering in the community legal sector; or
- experience working in Centrelink.

If the occupant is employed as a Caseworker, he or she must have the following qualifications and experience:

- a bachelor degree; and
- experience working in Centrelink; or
- experience providing advice and undertaking casework in social security matters.

Selection criteria:

1. Demonstrated ability to acquire skills and knowledge relating to Centrelink and employment services, social security and family assistance law and policy, and ABSTUDY payment.
2. Ability to represent clients at the first tier of the Administrative Appeals Tribunal, including preparing written submissions.
3. Good written and oral communication skills, including plain English skills.
4. Good time management skills, with experience in managing competing priorities and deadlines.
5. Ability to learn and use the Centre's client database.
6. Ability to handle a high volume of client inquiries and caseload in a professional and timely manner and provide accurate advice and information.
7. Experience working as part of a team and independently.
8. Appropriate and relevant qualifications and experience:
 - a. For the position of Solicitor:
 - eligible to hold a Practising Certificate in NSW; and
 - experience working or volunteering in the community legal sector; or
 - experience working in Centrelink.
 - b. For the position of Caseworker:
 - a bachelor degree; and
 - experience working in Centrelink; or
 - experience providing advice and undertaking casework in social security matters.
9. Experience in one or more of the following areas:
 - a. coordinating a volunteers program;
 - b. policy and law reform work;
 - c. media, including social media, work;
 - d. Community Legal Education;
 - e. design and production of publications, including factsheets; and/or
 - f. fund raising.
10. Demonstrated commitment to achieving social justice.