



**SPRINGVALE MONASH
LEGAL SERVICE Inc.**

Working for Justice

Position:	Community Lawyer
Reports to:	Executive Director
Hours:	Part Time Fixed Term (until 30 June 2018 ongoing role subject to funding)
Classification:	Social Community Health and Disability Services Award Level 6

Position Context

Springvale Monash Legal Services (SMLS) is an incorporated community legal service managed by a Board of Directors. It provides legal advice and assistance to vulnerable members of the community, engages in community legal education and ensures the voices of its client group are heard by decision makers by undertaking community development and law reform activities.

SMLS has a long term partnership with the Faculty of Law, Monash University to provide clinical legal education experiences for law students. These units comprise a component of their undergraduate law degrees.

SMLS receives funding from the Commonwealth and State Governments' Community Legal Services program, as well as financial support from Monash University, Faculty of Law.

Purpose and Function

The Community Lawyer will provide legal advice and assistance to members of the community for SMLS' outreach services and the courts. This position provides legal advice and assistance to marginalised members of the community.

Characteristics of the Position

- To contribute to the operational objectives of the work area
- Employees will be required to set outcomes for their work areas for which they are responsible so as to achieve the objectives of the organisation
- To work independently as well as the broader organisational team in order to achieve program and organisational objectives; exercise judgement and provide expert advice to students, volunteers and staff
- To ensure outcomes can be achieved. A high level of interpersonal skills is required to resolve organisations issues, negotiate contracts, develop and motivate staff.

Responsibilities

The employee will:

- Conduct outreach services to SMLS' partners
- Provide legal information, advice, referrals and undertake case work and represent clients in accordance with the Commonwealth guidelines;
- Respond to relevant law reform issues;
- Establish and maintain relationships with services ;
- Ensure that all casework files are maintained to the highest standards including appropriate levels of client contact, communication, professional documentation, record keeping;
- Report to the Director as required;
- Make referral to other services where appropriate;
- Exercise a high level of interpersonal skills in dealing with the public and other organisations;
- Maintain compliance with relevant professional and ethical standards including public indemnity insurance and legal practice;
- Uphold the reputation of the Legal Service and promote the Legal Service by participating in the community orientated activities including public forums, community talks, media and publicity work including public speaking for the Legal Service, regarding ongoing issues and issues affecting the legal system.
- Where appropriate assist in the supervision of the clinical program and work practices and will be required to provide assistance and/or expert advice to other employees;
- Where appropriate supervise and manage of client intake sessions per week in the Clinical Legal Education Program

General Administrative Duties

- Attendance at or monitoring of regular staff meetings.
- Participation in annual planning and strategic development.
- Manage administrative duties as required related to the position, e.g. client database, client correspondence, telephone, etc.
- Ensure compliance with policies and procedures
- Undertake other general duties as required

Requirements of the Position

- 1. Skills, knowledge, experience, qualification and/or training:**
 - Comprehensive knowledge of organisational policies and procedures;
 - Specialist knowledge gained through experiences, training or education;
 - Appreciation of the longer term goals of the organisation;
 - Detailed knowledge of program activities and work practices relevant to the work area;
 - Knowledge of organisational structures and functions; and
 - Comprehensive knowledge of requirements to the discipline.
- 2. Prerequisites**
 - Degree with minimum 2 years post admission experience

3. Organisational Relationships

- Works under the direction of the Executive Director and Managing Solicitors

4. Extent of Authority

- Exercise a degree of autonomy
- Manage own work area

Key Selection Criteria:

1. Eligible to hold a full practising certificate in Victoria
2. Demonstrated legal casework experience in a broad range of practice areas. Please indicate as part of your experience at two practice areas and details of the type of work that was undertaken:
 - File loads;
 - Carriage of matters from commencement to conclusion; and
 - Legal writing experience.
3. Demonstrated commitment to social justice and, awareness of the legal needs of disadvantaged and marginalised people;
4. Excellent communication skills, including the ability to work well within a team environment