

Darebin Community Legal Centre Inc
Job Description

Job title: Senior Family Violence & Family 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 6.

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

Hours: Full Time, 38 hours per week, contract of 12 Months

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

Reporting to: Family Violence Manager and Principal Solicitor
Executive Officer

Purpose of the position

The purpose of the Senior Family Violence and Family Lawyer position is to provide high quality integrated legal assistance to people experiencing family violence, particularly where there is additional systemic disadvantage and other barriers to access to justice.

The role has responsibility for: providing legal advice and advocacy as a duty lawyer in the Family Violence Division of the Heidelberg Magistrate's Court; providing high quality casework and representation in family law matters in the Federal Circuit Court and Family Court of Australia; and, assisting with law reform and community legal education as appropriate.

Key responsibilities

Legal

Duty Lawyer Services

- Provide information, advice and referrals to clients in relation to family violence intervention orders, including related legal matters such as family law (children and property), criminal proceedings and VOCAT applications.
- Provide legal representation, including appearances and negotiation, in the Family Violence Division of the Heidelberg Magistrates' Court.
- Work effectively with other stakeholders involved in the Family Violence Division, including lawyers, court staff, police prosecutors and support workers.

Family Law Casework

- Provide family law casework for clients of DIOS and disadvantaged members of the

community who are experiencing family violence.

- Provide information, legal advice, assistance and referral in relation to family law matters (children and property), intervention orders and related legal issues
- Apply internal casework guidelines
- Undertake casework and representation in family law jurisdiction
- As appropriate, to apply for grants of legal assistance through Victoria Legal Aid
- Where appropriate, brief barristers to appear on behalf of clients

General responsibilities

- Ensure compliance with relevant professional and ethical standards relating to legal practice including the Legal Profession Act 2004 and the National Risk Management Guide of the National Association of Community Legal Centres including the maintenance of those standards by volunteers.
- Maintain administration and management of files.

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 related to family violence.
- Attend networking meetings and forums held throughout the legal and family violence sectors
- 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, Victorian, Australian), 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 an unrestricted or Principal Practising Certificate under the Legal Profession Act 2004.	Experience working in Community Legal Centres and understanding of the legal assistance sector.
Commitment to social justice and understanding of systemic impact of family violence on those who experience family violence and their community.	
At least 3 years' experience in the provision of legal casework services in the practice areas of family violence intervention orders and family law	
Court advocacy experience, especially in the practice areas of family violence intervention orders and family law	
Highly developed communication and interpersonal skills	
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 _____