

Darebin Community Legal Centre Inc

Job Description

Job title:	Family Violence Solicitor – Casework Lawyer
Award/Classification:	Classified under the <i>Community Legal Centres Multi Business Agreement Victoria 2006-2009, Social Community Home Care and Disability Services Industry award 2010 level 6</i>
Hours:	15 hours per week, contract 6 months
Location:	732 High Street, Thornbury Heidelberg Magistrates Court, Jika Street, Heidelberg Metropolitan travel may be required
Reporting to:	Family Violence Projects Manager and Principal Solicitor

Purpose of the position

The purpose of the Family Violence Solicitor – Casework Lawyer is to provide casework and limited duty lawyer services as part of the Family Violence Division of the Heidelberg Magistrate's Court in accordance with the Centre's annual work plan, policies and procedures, and complying with the professional and ethical standards of legal practice.

The role has responsibility for providing casework services, as part of the Centre's Darebin Intervention Order Service (DIOS), which includes providing legal advice, drafting further and better particulars and briefs to counsel. It will also involve some representation in the Family Violence Division of the Heidelberg Magistrates' Court; assisting applicants in making complaints for interventions orders; working with other workers involved in the Family Violence Division; and assisting with community legal education and volunteer training.

Key relationships

Internal

- Family Violence Duty Lawyers
- Family Law Lawyer
- Family Violence Admin Support Workers
- Front Office Coordinator
- Community volunteers
- Coordinator of Volunteers
- Community Legal Education Coordinator

External

- Courts
- Police
- Victorian Legal Aid
- Lawyers

Key responsibilities

Provide casework services

- Provide limited family violence and related casework services for clients of DIOS through: undertaking client interviews, casework and file reviews in a range of family violence related areas; drafting further and better particulars and briefs; and providing legal advice in related family law (children and property), criminal proceedings, civil debt and VOCAT applications.
- Provide clients with appropriate referrals to community services, private solicitors or other legal services for ongoing legal issues.
- Answer legal queries from local community workers.
- Maintain appropriate legal resources and the Family Violence Solicitor Referral Resource in consultation with the Family Violence Projects Manager and Principal Solicitor and the Front Office Coordinator.
- Maintain legal filing systems in collaboration with the Front Office Coordinator and Family Violence Admin Support Workers.
- 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.

Provide duty lawyer service at the Heidelberg Magistrates' Court as required

- Provide information and advice about intervention orders and related legal issues, such as family law (children and property), criminal proceedings and VOCAT applications.
- Assist applicants for intervention orders to make a complaint for an intervention order.
- Provide representation, including appearances and negotiation, in the Family Violence Division of the Heidelberg Magistrates' Court.
- Work effectively with other workers involved in the Family Violence Division, including lawyers, court staff, police prosecutors and the applicant and respondent Support Workers.
- Supervise and work cooperatively with the Centre's community volunteers;
- Provide clients with appropriate referrals for ongoing legal issues.

Support community legal education (CLE) and training

- Assist in the provision of information to community workers about intervention orders and related legal issues as required.
- Participate in the delivery of CLE workshops in collaboration with the Family Violence Projects Manager and Principal Solicitor.
- Liaise with relevant local agencies and community workers in collaboration with the Family Violence Projects Manager and Principal Solicitor.
- Participate in legal training of the Centre's volunteers in consultation with the Coordinator of Volunteers.

Other responsibilities

- Participate in performance review and professional development.
- Contribute to the achievement of the Centre's strategic objectives and evaluation of the Centre's services
- Liaise with government (local, Victorian, Australian), local agencies and community workers.
- Attend relevant meetings of the Federation of Community Legal Centres.
- 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 and eligibility to hold a Principal Practising Certificate under the <i>Legal Profession Act 2004</i> .	Experience working in Community Legal Centres
Experience in the provision of legal casework services specifically to people who have experienced family violence in relation to: intervention orders; family law; victims of crime compensation/assistance; and criminal justice processes.	
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 skills and the ability to prioritise in a busy environment	
Commitment to social justice.	

How to apply

Applications close by 5.00pm Wednesday 22 March 2017

Only applications specifically addressing each Selection Criteria will be considered.

Please send applications marked 'confidential' to

Chairperson,

Darebin Community Legal Centre,

732 High Street, Thornbury VIC 3071

or email to manager_darebin@clc.net.au

For Enquiries please email manager darebin@clc.net.au