

Job Title	Family Violence Lawyer
Purpose	The purpose of the Family Violence Lawyer is to provide legal information, advice, casework and representation in family violence matters, in particular in relation to family violence intervention orders (FVIO) and VOCAT (Victims of Crime Assistance Tribunal) applications and by way of warm referrals to appropriate services.
Contact term	The contract position is funded at a rate of 2 days per week, 8 hours per day for 24 months.
Reports to	Tania Wolff, Principal Lawyer, First Step Legal
Scope	<p>The Family Violence Lawyer will work within First Step Legal (FSL), a unique health justice partnership in St Kilda.</p> <p>The successful applicant will be required to work closely with the clinical team at First Step, a multidisciplinary services hub, to provide specific legal services to First Step clients with Family Violence matters.</p> <p>The main areas of legal assistance include but are not limited to: Family Violence Intervention Orders, Victims of Crime Assistance Tribunal applications and, subject to capacity, other assistance and support arising from clients' experience of family violence, such as housing, Centrelink, child support and infringement matters and to provide appropriate referrals where required.</p> <p>The Family Violence Lawyer will be expected to conduct casework and be represent clients in court.</p>
Key Responsibilities	<p><i>Legal Advice and Casework</i></p> <ul style="list-style-type: none"> • Provide legal information, advice and referral to clients in relation to family violence matters. • Undertake casework activities in accordance with the FSL casework guidelines including advice and representation in relation to Family Violence Intervention Order matters.

	<ul style="list-style-type: none"> • Undertake casework activities in accordance with the FSL casework guidelines in relation to VOCAT applications. • Foster relationships with partner organisations for referral and collaboration for the benefit of our clients. <p><i>Community Legal Education</i></p> <ul style="list-style-type: none"> • Identify the need for community legal education within the organisation and among the client group in relation to domestic violence. • Undertake community legal education activities including making presentations. <p><i>Organisational Duties</i></p> <ul style="list-style-type: none"> • Comply with FSL’s Risk Management Guide, and policies and procedures. • Participate in regular file review meetings and report any risk management issues to the Principal Lawyer. • Work collaboratively within a therapeutic setting with professionals internally and externally across disciplines. • Attend and participate in staff meetings as required. • Undertake other duties as directed from time to time by the Principal Lawyer.
<p>Key Selection Criteria – Mandatory Skills and Experience</p>	<ol style="list-style-type: none"> 1. Current practising certificate and at least 2 years post-admission experience in family violence and related jurisdictions in Victoria. 2. Experience in independently conducting Family Violence casework, and appearing in Magistrates’ Courts of Victoria in relation to Family Violence matters. 3. Demonstrated skills and knowledge of family violence legislation and processes. 4. Client services and file management: Ability to provide legal services to clients with minimal

	<p>supervision, ensure adherence to FSL's case management and ethical standards, manage client expectations as to the extent of service delivery, use high level interpersonal and written communications and convey complex legal information in a manner appropriate to disadvantaged clients.</p> <ol style="list-style-type: none"> 5. Experience (or a keen desire to) work with vulnerable clients, including those from socio-economically disadvantaged backgrounds, suffering from mental illness, substance abuse issues, homelessness and who have perpetrated or been victims of family violence. 6. Teamwork and communication: Willingness to work effectively in close partnership with legal staff, clinicians, administrative staff and other stakeholders. 7. Competency in the use of MS office Software and the capacity to quickly acquire competency in the use of the First Step Legal client database.
<p>Key Selection Criteria – Highly desirable skills qualities and experience</p>	<ol style="list-style-type: none"> 1. Commitment to social justice and to understanding the legal and social issues that impact on access to justice. 2. A strong client service focus and commitment to working with vulnerable and disadvantaged clients, and in particular those struggling with mental health and addiction issues. 3. The ability to work collaboratively with fellow staff and volunteers to ensure all services are delivered in a professional, consistent and holistic manner. 4. Demonstrated ability to work in a team and independently. 5. Prior experience of legal practice in a community legal centre or legal aid context.
<p>Salary</p>	<p>SCHADS Award – commensurate with experience.</p>
<p>Important Dates</p>	<p>Applications close: COB Friday 26 January 2018</p> <p>Interviews: First two weeks of February 2018</p> <p>Position Start: February 2018</p>