

## **POSITION DESCRIPTION**

<b>POSITION:</b>	Youth and Family Violence Lawyer
<b>EMPLOYMENT TYPE:</b>	Full Time, 38 hours per week
<b>POSITION HOURS:</b>	Monday to Friday, 9am to 5pm
<b>REPORTS TO:</b>	Legal Practice Manager
<b>AWARD:</b>	Social Community Home Care and Disability Services Award (SCHCADS)
<b>AGREEMENT:</b>	Multi-Business Agreement (MBA)
<b>REMUNERATION:</b>	Between \$71,000 - \$77, 000 depending on experience

## **ABOUT THE ORGANISATION**

The Northern Community Legal Centre Inc (NCLC) was formed through the amalgamation of Broadmeadows and Moreland Community Legal Centres in January 2016. NCLC provides legal services and community legal education to the most vulnerable and disadvantaged people in Melbourne's north west, and advocates for equal access to justice for all.

NCLC employs six full-time lawyers to provide advice, casework and community legal education to priority client groups, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under, and victims of elder abuse. Our main office is at Gladstone Park and we assist clients at a range of outreach locations and at the Broadmeadows Magistrates' Court.

## **POSITION OBJECTIVES**

- To provide high quality legal assistance to young people and victims of family violence in the Hume, Moreland and Mitchell Shire local government areas.
- To work with local community organizations, schools and other stakeholders to raise awareness of NCLC's youth and family violence practice, to identify ongoing legal needs and to ensure our legal services are targeted at marginalized young people and victims of family violence in our region.
- To develop and implement community legal education programs and identify projects aimed at increasing access to justice among young people and victims of family violence in our region.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide generalist legal advice, casework, advocacy and court representation in a range of practice areas in which young people and victims of family violence experience disadvantage, including debt, infringements, motor vehicle accidents, consumer law, intervention orders, family law and summary crime.
2. Participate in NCLC's legal advice service at our main office, and at our various outreach locations in Hume, Moreland and Mitchell Shire.
3. Under the direction of the CEO and Legal Practice Manager take a lead in identifying projects to address systemic legal disadvantage experienced by young people and victims of family violence in our region.
4. Perform all administrative work necessary to manage a file load, including accurate record-keeping in accordance with NCLC policies and procedures.
5. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities.
6. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.

### **Community Development, Legal Education and Law Reform**

7. In collaboration with the Community Development Manager identify and develop opportunities, projects and material for community legal education and community development.
8. Promote NCLC's youth and family violence service to young people, schools and other relevant community groups by participating in networks, working groups and other forums, including social media.
9. Promote awareness of the legal rights of victims of family violence and young people's legal rights, through participation in public forums, the media, social media and school presentations.
10. Assist in the preparation of law reform submissions and funding applications.

## **POSITION REQUIREMENTS**

### **Essential Selection Criteria**

1. Eligibility to hold a Victorian practising certificate.
2. An understanding of the legal needs of marginalised young people and victims of family violence from newly arrived and refugee backgrounds.
3. Experience in providing legal advice, casework and advocacy (at least two years' post-admission experience) to young people and victims of family violence in a range of generalist legal matters including, family, civil and criminal law.
4. Demonstrated high level written and spoken communication skills, including public speaking.
5. Ability to create and deliver community legal education to small and large groups and communicate effectively with external stakeholders and networks to promote NCLC's services and strategic goals within our region.
6. Highly developed analytical skills and ability to identify systemic legal issues and provide innovative responses.
7. Effective time management, interpersonal skills including the ability to work in a team environment and administrative skills, including a high level of computer literacy,
8. A current Victorian driver's licence, with access to a vehicle.

### **Desirable Selection Criteria**

1. Community language or experience working with people from CALD backgrounds.
2. Experience working with young people or victims of family violence in the community Legal sector.