

## WESTERN COMMUNITY LEGAL CENTRE LTD

### Tenancy Lawyer Position Description

<b>Job Title</b>	Junior Tenancy Lawyer Full time fixed term contract for 24 months from date of commencement
<b>Purpose</b>	To be part of a team of tenancy lawyers who are focused on providing high-quality advocacy and legal services.
<b>Reports to</b>	<ul style="list-style-type: none"><li>• Advocacy Service Manager: (for logistics of service delivery of tenancy program)</li><li>• Principal Lawyer</li></ul>
<b>Scope</b>	The lawyer will join the tenancy legal team to undertake work that will improve the lives of vulnerable tenants and help them to engage their tenancy rights. The lawyer will be based at the Werribee office but will be required to work at VCAT (Werribee and Sunshine). The lawyer will be required to operate tenancy clinics at the Werribee, Footscray and outreach locations in the city.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Delivery of tenancy related legal services including conducting tenancy advice clinics at our Werribee, Footscray offices and outreach locations (including the city), advice and casework in accordance with internal guidelines (including negotiating with landlords and real estate agents on behalf of clients, appearances at VCAT);</li><li>• Contributing to policy development;</li><li>• Other related work as directed.</li></ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"><li>• Be eligible to practice as a lawyer in the State of Victoria;</li><li>• Well developed ability to communicate complex legal information simply and effectively, both in written form and via presentation;</li><li>• Demonstrated ability to work as part of a small team;</li><li>• Ability to quickly learning a new area of law in order to provide legal advice;</li><li>• Ability to engage with, and communicate with people from newly arrived communities, those with mental illness, those who have experienced family violence and people that have experienced trauma.</li></ul>
<b>Desirable skills and competencies</b>	<ul style="list-style-type: none"><li>• Prior experience of legal practice in a community legal center or legal aid context;</li><li>• Prior experience delivering tenancy legal advice and conducting casework files;</li></ul>

	<ul style="list-style-type: none"><li>• Prior experience in VCAT representation;</li><li>• Demonstrated capacity to work with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds;</li><li>• Prior experience in supervising volunteers.</li></ul>
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*7 June 2017*