

WESTERN COMMUNITY LEGAL CENTRE LTD

School Lawyer Position Description

Job Title	School Lawyer (full time; 38 hours per week)
Location	The position will be based at a secondary school. School hours are earlier than legal office hours. A five day week, generally worked between 8.30 am and 5.30 pm weekdays depending on circumstances. Time in lieu by agreement and occasional work outside normal office hours will be required.
Reports to	Principal Lawyer (in regard to legal practice responsibilities) and Director of Policy & Community Development
Scope	You will be a Lawyer based in a school, providing a service to students and parents at Wyndham Central College (previously Galvin Park) in the Werribee area. This new position will be based on a 12 month pilot project. The Lawyer will spend four days per week at the School and one day at the WEstjustice office.
Key Responsibilities	<p>The School Lawyer will be responsible for meeting the following objectives:</p> <p>Engaging with the school community for the purpose of assisting 'at risk' youth and their families with legal issues and services through:</p> <ul style="list-style-type: none"> • Legal advice, casework and referral for students and their families. • Community legal education to students, staff and families. • Group Work and Projects in partnership with school staff. • Social media presence. • Public advocacy about the role. • Other relevant work as directed. <p>The School Lawyer is to participate in the following:</p> <ul style="list-style-type: none"> • Member of the Student Wellbeing Team. • Excursions and Incursions (i.e. internal professional development day or sports day), Parent Information Nights, relevant school meetings/assemblies as well as external local network meetings. • Attend relevant internal and/or external training.
Key Selection Criteria	<ul style="list-style-type: none"> • To be admitted to practice as a Barrister and Solicitor of the Supreme Court of Victoria and to hold (or be eligible to hold) a current practicing certificate under the Legal Profession Act 2004; • Demonstrated experience in casework areas of be family, criminal and/or civil law;

	<ul style="list-style-type: none"> • An understanding of the needs of vulnerable and marginalised young people; • Be an innovative and practical problem solver suited to establishing a legal practice in a new and unusual setting; • Demonstrated capacity to provide advice and casework services to at risk youth and families on low income or experiencing other forms of social disadvantage; • Comfortable with community development and community education activities delivered within a school community setting; • Ability to create and deliver community legal education to small and large groups within both inside and outside classroom settings; • Ability to communicate effectively with other workers and organizations, and to communicate the services and priorities of the Legal Service at local networks and meetings; • Ability to work unsupervised, meet deadlines and initiate own work which is consistent with the philosophy of the Service; • Ability to work as part of a team, collaboratively with school staff; • Ability to communicate effectively with a range of stakeholders; • Excellent interpersonal skills and ability to work in a team environment; • Good organisational and time management skills; and • High level of computer literacy.
<p>Desirable skills and competencies</p>	<ul style="list-style-type: none"> • Experience in working with young people; • Ability to empathise with disadvantaged and culturally diverse clients; • Knowledge of and ability to use new information technologies; • Experience of working in a social justice context; • Maturity to work autonomously within the school setting and be mindful of the range of potential conflicts of interest which might arise; • Experience in relevant areas of legal work and experience working with young people and families; • Experience in the Community sector, particularly in Community Legal Centres; • Experience working with community agencies, particularly in the context of providing community legal education; and • Current Victorian Drivers' License.