



## **Forbes Based Unrestricted Solicitor**

Full Time 38 Hours a week

**Binaal Billa Family Violence Legal Prevention Service (BBFVPLS) is auspiced by Yoorana Gunya Family Healing Centre and as a unit provides legal advice and representation to Aboriginal and Torres Strait Islander people in regard to family/domestic violence and sexual assault and related areas of law and in accordance with the operational framework and casework guidelines established by BBFVLS.**

This position requires a highly motivated person, with the capacity to work across cultures to provide services to ATSI victims / survivors of family/domestic violence and sexual assault. Regular travel is required to cover the following service areas; Forbes, Parkes, Peak Hill, Condobolin, Lake Cargelligo and Murrinbridge and West Wyalong.

### **PRIMARY RESPONSIBILITIES:**

- Responsible for all legal advice and legal assistance
- Completion of all legal aspects including assisting with legal policies and procedures and ensuring to operate within the organisations policies and framework
- Managing and delegating work for the Legal Officer
- Undertake regular reviews as part of the organisations ongoing quality assurance processes and to ensure the best possible service is provided, and to identify areas where more support can be given.
- Supervise legal matters in accordance with policies, procedures and guidelines to ensure that high client services are provided
- Ensuring all requirements of the legal profession are met and not breached: ie conflict checks, client confidentiality, accurate and concomitant file notes taken
- Ensuring funding guidelines are adhered to in conjunction with the Program Coordinator
- Ensuring that the ordinary law of the land applies to indigenous communities.
- Legal advice and casework: Providing efficient, accurate and high quality telephone, face to face and Zoom meetings offering legal advice to ATSI victim of family violence and /or sexual assault.
- Providing a culturally appropriate front line legal service & CLE delivery.
- Appropriately using CLASS data base for recording legal service provision.
- Undertaking administrative and research activities within established policies, procedures and delegations
- In collaboration with other workers of BBFVPLS develop and implement relevant community education and social support programs of benefit to people from affected communities.
- Advocating for the best interests of child clients, particularly as this relates to care and protection issues.
- Early intervention and prevention



- Partake in the delivery of training seminars for clients and/or staff to improve the organisation
- Reporting to the Program Coordinator
- Attending a monthly meeting with the Operations Manager and the Program Coordinator as deemed necessary.

## SELECTION CRITERIA

- Admission with the Law Society of NSW to practise as a solicitor in New South Wales, and hold a current **unrestricted** practising certificate.
- Experience providing high quality legal advice and representation.
- Demonstrated ability to communicate in plain language legal information to our diverse community.
- Knowledge and understanding of the issues relating to family violence and/or sexual assault and how it may affect victim's lives, why it occurs, who it happens to and the myths and common attitudes about family violence and/or sexual assault
- Experience with Casework and court representation of clients
- Client advice, community education and legal clinics
- Comprehensive understanding of confidentiality and full understanding of relevant statutes and laws
- Well-developed written and verbal interpersonal communication skills including highly developed negotiation and conflict resolution skills, experience with data collection and report writing
- Clearance for Working with Children and Prior National Criminal History Check
- Excellent organisational skills together with a preparedness to be flexible and adaptable to meet the organisational needs
- Develop and maintain productive partnerships between Binaal Billa FVPLS other services within our region relevant to the needs of our clients
- Maintain proper records of client contact, assessment, referral and follow up including input of accurate data into the CLASS data collection system
- Work with local ATSI communities to identify needs and encourage the development and maintenance of a supportive community infrastructure
- Be up to date with any change in legislation and any change in laws that would affect client representation
- Use of data bases and Microsoft programs that are supported by BBFVPLS
- Good time management skills to ensure proper service delivery to clients
- Ability to supervise staff in maintaining the legal aspects of the service
- A current driver's licence (**unrestricted**).

## **ABOUT YOU**

The successful candidate will possess the following:

- Minimum 2 years Post Admission Experience (PAE)
- Ability to work independently and manage your own work. Including working both independently and within a team environment.
- Experience in assisting clients who have experienced family violence, including family law, care & protection and ADVO matters.
- Client service skills with an empathic approach to clients.
- Excellent communication and problem solving skills.
- Developing information resources and provide community legal education, in accordance with policies and procedures
- An understanding of the barriers confronted by a diverse range of clients in accessing the legal service.
- A commitment to a culture of team work, excellence and continuous improvement.

### **The following are imperative for our funding guidelines:**

- Family law
- Victim support
- Child protection
- Witness assistance law
- Mediation
- Parenting orders
- Community legal education
- Legal advice either by phone/Zoom meetings or in person in our service area
- Registration with the law society

Please send Resume with referees, covering letter addressing the selection Criteria and other requested documents to:

Program Coordinator: [debbie@binaalbilla.com.au](mailto:debbie@binaalbilla.com.au) or call 026850 1234