

**Just Healthy Families**  
A Health Justice Partnership



## **Casework Solicitor**

### **POSITION DETAILS**

Employment Status	<b>Full Time</b>
Classification	<b>with Reference to SCHADS Level 5 - 6 (to be determined)</b>
Reports To	<b>Women's Legal Service Tasmania CEO, Tasmania Legal Aid CEO</b>

**Just Healthy Families**, Tasmania's first Health Justice Partnership, is a collaboration between Women's Legal Service Tasmania (WLST) and Tasmania Legal Aid (TLA).

Just Healthy Families (JHF) is a pilot project funded by the Tasmanian Community Fund and the Tasmanian Government to employ three solicitors to work with three health provider partners to provide early access to legal assistance, particularly for people experiencing family violence.

This role of Casework Solicitor within the Just Healthy Families project is for an experienced casework solicitor to be employed for twelve months through a grant made available to the Hobart Women's Shelter from the Estate of James Simpson Love. The position will require movement between both the Hobart Women's Shelter and WLST workplaces.

Both WLST and TLA run programs with a family violence focus, with WLST also providing integrated social support to clients experiencing family violence through financial counselling and case management by a social worker. Further information about WLST and TLA is available on their websites using the following links: [WLST Strategic Plan 2022-2025](#), [Tasmania Legal Aid Strategic Plan 2020-23](#).

More information about how Health Justice Partnerships operate can be found at the [Health Justice Australia](#) website.

### **POSITION OBJECTIVE**

The Casework Solicitor provides a high level of supportive, plain language legal advice and casework to women who are experiencing family violence, including face-to-face advice, preparation of written documents and correspondence. The Casework Solicitor will work closely with the JHF Principal Solicitor.

The Casework Solicitor is able to sensitively take instructions from clients who have experienced family violence, sexual abuse, child sexual abuse and or other forms of discrimination and abuse, providing representation within a trauma-informed framework.

The Casework Solicitor is part of the JHF pilot project team, and must have a sound understanding of the project, the health service environment and the project evaluation framework, and will ensure that project targets are identified, met and reported.

The contract will run until 30 June 2023, with terms and conditions negotiable for the right applicant.

The Casework Solicitor will:

- Contribute to the operational objectives of the pilot program to provide legal services to women experiencing family violence and assist them to seek sustainable changes to improve their safety through the provision of casework representation with a focus on property settlements.
- Work effectively both independently and in a team to contribute to the achievement of the JHF program objectives.
- Exercise judgement and provide expert advice to JHF partners and their staff.
- Be able to reflect on practice and to amend work practices to accommodate feedback.
- Be able to work in a flexible, adaptable and creative way to meet the funded deliverables.
- Exercise initiative in a dynamic and changing work environment.

### **KEY RESPONSIBILITIES**

- Provision of a high level of casework and verbal advice in plain language to women experiencing family violence.
- Preparation of documents, forms and correspondences on behalf of, or in collaboration with clients.
- Collection of data for reporting purposes.
- Attend regular meetings with managers/supervisors, and other meetings as required.
- Supervision of students and other volunteers as requested by the Project Leads or the JHF Principal Solicitor.

### **SELECTION CRITERIA**

1. Admitted, or eligible for admission, as a Solicitor in the Supreme Court of Tasmania and the Federal Court of Australia, with at least four years post-admission experience in family law and property law matters.
2. Demonstrated personal attributes consistent with the philosophy of WLST and values of TLA, and the principles of social justice, access, and equity.
3. Comprehensive understanding of legal issues affecting women, including barriers to justice, particularly women experiencing family violence.
4. Understanding of Family Law principles and court structures, and an understanding of family and domestic violence.
5. High level organisational skills, including file management, and demonstrated ability to work independently, outside of a normal legal office environment, as well as the ability to work within a team to achieve team goals.
6. Proven strong level of written and verbal communication skills, including:
  - a. Demonstrated ability to present complex legal information in simple language.
  - b. Demonstrated ability to respond sensitively and appropriately to the non-legal needs of clients, including appropriate referral internally and externally.
  - c. Demonstrated ability to communicate with a wide range of people, such as people experiencing high levels of social disadvantage, health professionals, legal professionals, and representatives of government and non-government agencies.

**DESIRABLE CRITERIA**

7. Aptitude in using Apple computers and Microsoft Office programs (such as Word and Excel).
8. Hold a current unrestricted driver's licence.
9. Experience working in a trauma informed way.