

## **POSITION DESCRIPTION**

<b>POSITION:</b>	Family Violence Lawyer
<b>EMPLOYMENT TYPE:</b>	Full time, 38 hours per week
<b>POSITION HOURS:</b>	Monday to Friday, 7.6 hours per day between the core hours
<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>	SCHCADS Award (depending on experience)

## **ABOUT THE ORGANISATION**

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Merri-bek, Hume and Mitchell Shire Local Government Areas. The NCLC operates from a central office located in Broadmeadows with outreach clinics to other service areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. However, NCLC recognizes that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including; newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues, and have aligned our service delivery accordingly.

NCLC employs over 24 staff including 10 lawyers to provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under and other people facing systemic barriers. Our main office is in Broadmeadows and we assist clients at a range of outreach locations as well as providing telephone and face to face appointments.

## **POSITION OBJECTIVE**

The Family Violence Lawyer will work with a dynamic and justice minded Legal Team to provide high quality legal services, including advice, casework, and court representation to eligible clients across a range of legal practice areas. The Family Violence Lawyer will have the opportunity to develop and implement community legal education programs and other projects aimed at increasing access to justice among our priority clients in our region. The Family Violence Lawyer will raise awareness of NCLC's service by working with our local priority client groups, community organizations and other stakeholders to raise awareness of NCLC's service and to ensure our services are appropriately targeted at NCLC's priority clients. The Family Violence Lawyer will work alongside our Community Development Team, including our project teams to ensure that our service is accessible to priority clients and that clients engaging with our service are assisted holistically with social supports in mind.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide family violence and related law legal advice, casework, advocacy and court representation with our priority clients experience disadvantage, including infringements, debt, motor vehicle accidents, consumer law, intervention orders, family law, victims of crime, child protection, and summary crime.
2. Provide duty lawyer representation to Applicants and AFMs seeking the protection of a family violence intervention order at the Broadmeadows Magistrates' Court.
3. Provide pre-court advice and negotiation, and duty lawyer services including representation to Applicants and Affected Family Members in Family Violence Intervention Order proceedings at the Broadmeadows Magistrates' Court.
4. Participate in NCLC's legal advice service at our main office, and at our various outreach locations in Hume, Merri-bek, and Mitchell Shire.
5. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.
6. Participate in key legal projects as directed by the Legal Practice Manager to address systemic legal disadvantage experienced by priority clients in our region.
7. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities.
8. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
9. Assist with the supervision and mentoring of legal volunteers, and at the direction of the Legal Practice Manager provide family violence training and support to other legal staff.
10. Perform all necessary administrative work necessary, including accurate record-keeping in accordance with NCLC policies and procedures.

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

1. In collaboration with the Community Development Manager and the Legal Practice Manager, identify and develop opportunities and projects for community legal education, community development, and law reform initiatives.
2. Deliver community legal education, community development and law reform initiatives, including providing presentations and workshops as directed by the Legal Practice Manager.
3. Promote NCLC's family violence service to community groups by participating in networks, working groups and other forums, including social media.
4. Assist the Legal Practice Manager in the preparation of law reform submissions, funding applications, and community legal education publications.
5. Network with organizations including partner organisations, Family Violence Services, Settlement agencies and other community agencies working with victims of family violence.

## **POSITION REQUIREMENTS**

### **Essential Selection Criteria**

1. Eligible to hold a practising certificate in Victoria and have at least one-year post admission experience or other relevant experience.
2. Strong advocacy skills including negotiation and court representation.
3. Demonstrated ability to provide legal services in a range of matters affecting victims of family violence, including family law, child protection, family violence intervention orders, victims of crime and other civil areas of law.
4. Demonstrated experience in the delivery of community legal education and law reform initiatives.
5. Demonstrated knowledge of family violence and commitment to advocating for victim and survivors of family violence.
6. Demonstrated effective time management and interpersonal skills.
7. Demonstrated high level written and verbal communication skills and the ability to work well under pressure within a team environment.
8. Demonstrated computer literacy and experience in undertaking administrative duties.
9. A current Victorian driver's licence and access to a vehicle.
10. Eligible to hold a current Working With Children Check.

### **Desirable Selection Criteria**

1. Community language or experience working with people from CALD backgrounds.
2. Experience working in the community sector.