



POSITION

DESCRIPTION

Service/Program:	Hume Riverina Community Legal Service (HRCLS)
Position Title:	Lawyer
Probation Period:	6 months
Position Base:	Level 1, 9 Stanley Street, Wodonga but from time to time may be required to work at other UMFC sites either temporarily or permanently by negotiation.
Award:	Community Legal Centres Multi Business Agreement 2006-2009
Classification:	Social and Community Services Employee
Level:	Level 5 or 6 (depending on qualifications and/or experience)
Hours of Work:	Full-Time – 38 hours p.w. Contracted hours are according to Employment Conditions form that may change as agreed from time to time.
Tenure:	Ongoing employment subject to available funding appropriate to supporting the position.
Travel:	Travel local/regional on a regular basis is required using a Service vehicle.

UMFC is a Child Safe organisation and is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

1. POSITION CONTEXT AND SUMMARY OF POSITION

Consistent with the Agency mission, Strengthening Families to Build Vibrant Communities, the Hume Riverina Community Legal Service (HRCLS) is a program auspiced by Upper Murray Family Care (UMFC). HRCLS is part of a national community legal sector, providing legal assistance to people experiencing financial disadvantage or otherwise disadvantaged in their access to justice in North East Victoria and the Southern Riverina of NSW. HRCLS prioritises working in partnerships and using early intervention strategies such as community development, legal education and law and policy reform projects to inform, strengthen and empower the community we serve.

This position has been made possible due to funding received from Victoria Legal Aid for the delivery of family law services in accordance with the National Legal Assistance Partnership 2020-25 (NLAP).

Under the direction of the Managing Lawyer – Family Law Services, the primary role of the Lawyer is to provide legal assistance services including information, referrals, legal advice, ongoing casework, including the provision of family law litigation services as well as duty lawyer services to individuals experiencing or at risk of family violence. The lawyer will also participate in integrated partnership work including providing secondary consultations to both partner organisations and key stakeholders as required and contribute to the development and delivery of legal education/professional development activities. There is also a component of broader network and sector responsibilities which include maintaining and promoting relationships with Specialist CLCs, active involvement in sector and networks etc.

2. COMMUNICATION WITH OTHERS

Position supervised by:	Managing Lawyer – Family Law Services
Supervises directly:	Nil
Communicates internally primarily with:	HRCLS staff, volunteers and students, other relevant staff within UMFC.
Communicates externally primarily with:	Clients, staff of local Magistrates Court, Federal Circuit and Family Court of Australia, staff of community organisations, specialist CLCs, peak bodies e.g. Federation of CLCs, Local Legal Practitioners, Police and Court Staff.

3. KEY RESPONSIBILITY AREAS (KRAS)

Consistent with the Upper Murray Family Care values of Participation, Respect, Excellence, Justice and Honesty, this position provides high quality, efficient services through the following Key Responsibility Areas:

<p>KRA 3.1 Under the direction of the Managing Lawyer, provide high quality legal advice, information, referrals and ongoing casework to family law clients and who may be experiencing or at risk of family violence and related issues and other priority clients as defined in the National Legal Assistance Partnership (NLAP) 2020-25.</p>
<p>KRA 3.2 Provide high quality family violence duty lawyer services to clients by attending the Magistrates Court of Victoria as rostered and provide both pre and post-court advice and assistance.</p>
<p>KRA 3.4 Support existing partnerships by participating in integrated practice work through the provision of secondary consultations and professional development to partners and key stakeholders to assist non-legal service providers to identify legal issues and appropriate referral options and pathways.</p>
<p>KRA 3.5 Engage in appropriate Law Reform and Community Legal Education activities as per requirements set out within Funding Agreements, Strategic Plan, Community Legal Service/Centre Program Plan (CLSP/CLCP) and workplan.</p>

<p>KRA 3.6 Work with the Managing Lawyer to develop and implement project plan/work plan ensuring that all reporting and funding requirements are met.</p>
<p>KRA 3.7 Under the direction of the Managing Lawyer, continue to build and maintain relationships with local service providers and participate in relevant local and state-wide community and sector meetings and attend community events and public forums as relevant to the focus of the position.</p>
<p>KRA 3.8 Provide support to other HRCLS lawyers, solicitor and paralegal volunteers, non-legal volunteers, law/PLT students as required.</p>
<p>KRA 3.9 Proactively promote and support a culture of child safety and relevant cultural connection for all children including Aboriginal and Torres Strait Islander children, children with disability, children who may be gender diverse or children who may be culturally and linguistically diverse. (CALD)</p>
<p>KRA 3.10 Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty.</p>
<p>KRA 3.11 Actively participate as a team member in relevant meetings, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements.</p>
<p>KRA 3.12 Actively undertake all OHS requirements appropriate to the position and consistent with legal obligation and UMFC culture, policy and procedure.</p>
<p>KRA 3.13 Other duties/delegations as directed, relevant to the main focus of the position.</p>

4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular=21-50%, Frequent=51-70%, Continuous=> 70%)

- Sitting – Frequent
- Standing/walking - Frequent
- Computer based tasks – Frequent
- Driving – Regular
- Lifting – Regular
- Twisting/carrying - Regular

5. KEY SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE:

- 5.1 Eligible for a practising certificate in Victoria.
- 5.2 Experience in advice and casework in the areas of family and generalist civil law (e.g. tenancy, fines, consumer, credit and debt, insurance etc) as well as family law and family violence (preferable, otherwise ability to quickly learn essential).
- 5.3 Experience in family law litigation and representation in the Federal Circuit and Family Court of Australia as well as duty lawyer court services (preferable, otherwise ability to quickly learn essential).
- 5.4 Experience in working with legal aid grants processes.

PROJECT SKILLS:

- 5.5 Ability or capacity to work collaboratively in an integrated service including demonstrated understanding of the principles of working in partnership and managing stakeholders effectively.
- 5.6 Ability to collect and analyse data as well as develop and implement project plans.
- 5.7 Experience in or capacity to prepare and develop Community Legal Education/webinars/presentations.
- 5.8 Experience and capacity to engage in law reform and advocacy.
- 5.9 Ability to work autonomously whilst recognising own limitations and need for support.
- 5.10 Ability to prioritise work effectively to meet deadlines whilst responding to the needs of key partners and service users.

COMMUNICATION SKILLS:

- 5.11 Demonstrated ability to engage with 'at risk' service users with multiple and complex needs and those who have experienced trauma and/or are affected by poor mental health in a trauma informed manner.
- 5.12 Highly developed verbal communication skills, including the ability to effectively communicate complex information to range of people, via a variety of channels.
- 5.13 Demonstrated capacity to work collaboratively as part of a team and support a cohesive team environment.
- 5.14 High level computer literacy – e.g. MS Office software, videoconferencing facilities, and social media platforms.

5.15 PERSONAL ATTRIBUTES:

- **Positive attitude and team values** – demonstrated ability to be a team player and to put into practice the UMFC values of participation, respect, excellence, justice and honesty.
- **Excellent interpersonal skills** – demonstrated ability to build relationships with various groups of people (colleagues, other professionals, stakeholders, clients), assess situations and environment and adapt communication style to fit.
- **Resilient and adaptable** – demonstrated ability to “adapt, improvise and overcome”.
- **Creative and innovative** – demonstrated ability to take initiative, be innovative and a creative problem solver.
- **Emotional Intelligence/empathy** – demonstrated ability to manage complex situations and stories of trauma from service providers and service users with empathy and an understanding of own wellbeing.

6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS

- 6.1 A satisfactory Victorian and NSW Working with Children Check
- 6.2 A satisfactory Police Check
- 6.3 Evidence of full Covid-19 Vaccination
- 6.4 Current driver’s license

7. WORK CHALLENGES/PRESSURES

- Time constraints and work commitments
- Working with clients’ expectations and meeting their needs
- Dealing with distressed clients with multiple and complex needs
- Regular problem solving / challenges around various legal issues, referral options and cross border issues
- Understanding and dealing with funding requirements and expectations
- Establishing partnerships and working with service providers’ expectations and understanding of legal issues within professional and ethical boundaries
- Understanding and participating in project evaluation by an external body or consultant

8. SUPERVISION

At UMFC, supervision is considered to be an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depends in large part on the support and structured reflection provided by the supervision framework.

Supervision has a number of benefits for workers, clients, and the organisation, including:

- Protection and a commitment to quality service provision for clients through case review
- A forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
- A reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact on their professional practice
- An opportunity for workers to build their skills and identify areas for future development in a supportive environment.

Supervision is a requirement for all workers at UMFC and must, at a minimum, be provided:

- on an individual basis
- for 2 hours per month (pro rata) which may be in a single block or may be in smaller units.

9. CONTRACT OF EMPLOYMENT

All persons employed by the agency are employed under contract. Each contract will provide specific information relating to policies and procedures, including the code of conduct, confidentiality and privacy procedure and pre-existing medical conditions which are required to be signed by persons commencing employment at UMFC.

10. DECLARATION OF CURRENT AND ONGOING CAPACITY

1. I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described both in writing in this document, along with any verbal explanations in terms of:
 - a) The knowledge, skills and attitudes required, and
 - b) My physical and psychological capacity to undertake the work.
2. Additionally, I agree to notify the Agency immediately of **ANY CHANGE** in my capacity to meet the requirements as outlined in this position description. This may include, but is not limited to:
 - any changes in the status of my driver's license
 - my ability to meet any required professional registration
 - any compliance requirements such as the DWES (where relevant, WWC check and police check).

Signed: _____

Date: _____