

## Street Law Solicitor Full Time, 12 month contract

### About Canberra Community Law

Canberra Community Law (CCL) is an independent community legal centre. CCL provides flexible and accessible legal services free of charge to people facing disadvantage or other barriers to accessing the justice system. CCL has been part of the Canberra Community for 40 years. During this time, CCL has responded to the changing and increasing legal need in the ACT with trauma-informed and culturally sensitive and holistic legal services. CCL's programs, including our Street Law program, provide targeted legal services and support that empower both our clients and the broader community to live a better quality of life.

CCL works in collaboration with social support services, other community based legal services and with Commonwealth and Territory governments to realise our vision of a fair and thriving community. We are the only free legal service in the ACT that specializes in social housing, social security, disability, race discrimination and homelessness law.

CCL's legal team collaborates with our social worker and our disability justice liaison officer to offer intensive support to people who have multiple barriers to resolving their legal issues.

CCL operates a range of specialist legal services for specific groups facing systemic barriers to justice including our Dhurrawang Aboriginal Human Rights Program, Mental Health Justice Clinic, Parachute and Street Law. Street Law is a generalist outreach legal service which assists people who are experiencing or are at risk of homelessness.

CCL also undertakes community legal education and law reform work and is a leading voice for change in the ACT and region.

For further information about CCL, please visit our website at [www.canberracommunitylaw.org.au](http://www.canberracommunitylaw.org.au).

### Position Identification

**Position Title:** Street Law Solicitor

**Direct Report to:** Street Law Supervising Solicitor but ultimately accountable to the Executive Director/Principal Solicitor

**Employment Status:** Full Time, 12-month contract

**Employment Conditions:** Employed under the Community Sector Multiple Enterprise Agreement (ACT) 2014-2018

**Salary:** \$85 397.63 to \$111 667.36 per annum (depending on qualifications and experience) + superannuation + salary packaging options

Generous leave provisions including extra paid leave over Christmas

Opportunities for Professional Development

Workplace Culture which is dedicated, collaborative and dynamic

**Contact for Position Enquiries:** Genevieve Bolton, Executive Director/Principal Solicitor  
(02) 6218 7922 or [gbolton@canberracommunitylaw.org.au](mailto:gbolton@canberracommunitylaw.org.au)

## Position Objective

Street Law is a specialist program of CCL which provides referral and targeted legal services to people who are experiencing or at risk of homelessness through an outreach service delivery model.

This position will provide legal services to CCL's Street Law clients. This assistance may include providing outreach services, warm referrals, discrete legal services, ongoing casework assistance and representing clients in Tribunal/Court matters. The position will have a specific focus on providing legal services to vulnerable women.

The position will also involve undertaking community legal education training and activities, attending stakeholder forums and working on law reform and community development projects.

The Street Law team also includes a Street Law Supervising Solicitor and a Street Law Solicitor (Full Time).

Note: being a woman is a genuine occupational qualification under s34 of the Discrimination Act 1991 (ACT).

## Responsibilities

### 1. General

- 1.1. The Street Law Solicitor is required to work as a member of a team to further the objectives of CCL as determined by the Centre.
- 1.2. The position is required to operate within CCL's policies and practices.
- 1.3. Whilst ultimately accountable to CCL's Executive Director/Principal Solicitor, the position reports to the Street Law Supervising Solicitor.

### 2. Key Responsibilities

The Street Law Solicitor will:

- 2.1. Attend Street Law's Outreach services on a roster basis.
- 2.2. Provide warm referrals, initial advice, and ongoing casework assistance to clients in accordance with CCL's legal assistance guidelines.
- 2.3. Work collaboratively with CCL's social worker and disability justice liaison officer to meet client needs.
- 2.4. Represent clients in Tribunal/Court matters as required.
- 2.5. Ensure accurate collection of client data and service provision.
- 2.6. Identify advice and advocacy needs of Street Law's client base.
- 2.7. Attend regular staff meetings as required.
- 2.8. Travel as required.
- 2.9. Undertake community legal education training and activities as required.
- 2.10. Attend stakeholder forums and liaise with community organisations as required.
- 2.11. Work on law reform and community development projects as required.
- 2.12. Undertake administrative tasks as required.
- 2.13. Other relevant duties as directed by Street Law's Supervising Solicitor or Executive Director/Principal Solicitor.

## Selection Criteria

### Essential

1. Demonstrated understanding of the issues impacting on people who are experiencing or at risk of homelessness.
2. Demonstrated capacity to advocate for and work effectively with disadvantaged clients in a generalist legal outreach service.
3. Good organizational, time management and file management skills.
4. Demonstrated ability to work as part of a team under the supervision of the Street Law Supervising Solicitor and the ability to work with and supervise volunteers, students and secondees.
5. Highly developed oral and written communication skills and ability to present information in a clear and concise manner and excellent computer skills.
6. Holder of or eligible for a practising certificate in the ACT.
7. Holder of or eligible to obtain a driver's licence.

### Desirable

1. Experience working in a community-based environment.
2. Knowledge of the ACT legal sector.
3. Experience working with disadvantaged clients and communities.

## How to apply

Applications should be addressed to the Executive Director/Principal Solicitor, Canberra Community Law and should include a **cover letter**, **resume** and **statement** addressing the selection criteria.

Short listing for interviews and selection will be based on responses to the selection criteria.

**Applications which do not address the selection criteria will not be considered.**

Applications should be submitted by email to [jobs@canberracommunitylaw.org.au](mailto:jobs@canberracommunitylaw.org.au)

If you have any queries regarding the position, please contact **Genevieve Bolton**, Executive Director/Principal Solicitor on (02) 6218 7922 or by email at [gbolton@canberracommunitylaw.org.au](mailto:gbolton@canberracommunitylaw.org.au)

**Closing Date for Applications: Monday 20 January 2025**