

POSITION DESCRIPTION

POSITION:	Family Violence Lawyer
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 7.6 hours per day between the core hours
REPORTS TO:	Legal Practice Manager
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi Enterprise Agreement (MEA) 2024-2027
REMUNERATION:	SCHCADS Award Level 5

STRATEGIC CONTEXT

The Northern Community Legal Centre (NCLC) provides legal services and community legal education to people facing systemic barriers to accessing such services in Melbourne's North West and Northern growth areas by enabling protection of rights and access to justice. Our vision is that the people of Melbourne's North West and Northern growth areas have access to high quality legal help, advice and justice, and their rights are protected. In delivering this vision we are committed to upholding our values of respect, innovation, connection, passion and outstanding service.

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 and an office in Wallan, 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.

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, with a particular focus on victim/survivors of family violence. The Family Violence Lawyer will have the opportunity to participate in community legal education programs and other projects aimed at increasing access to justice among victim/survivors of family violence 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, to ensure our legal services are 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 and that clients engaging with our service are assisted holistically with social support in mind.

POSITION RESPONSIBILITIES

Legal Service Delivery

1. Provide family violence and related law: legal advice, casework, advocacy and court representation 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.
2. Provide pre-court advice and negotiation, and duty lawyer representation to Applicants and AFMs seeking the protection of a family violence intervention order at the Broadmeadows Magistrates' Court.
3. Participate in NCLC's legal advice service at our main office, and at our various outreach locations in Hume and Merri-bek.
4. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.
5. Participate in key legal projects as directed by the Legal Practice Manager to address systemic legal disadvantage experienced by priority clients in our region.
6. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities.
7. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
8. 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.
9. 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 organisations 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.