



Position Description

Position Title	Specialist Family Violence Solicitor
Directorate	Community and Wellbeing Services
Reports to	Principal Solicitor
Date of Job Description	27/08/2025
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full Time or Part Time – Ongoing Subject to Funding
Salary	This position is classified as Band 6 – Specialist Staff, with a salary range of \$91,913 - \$109,249, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time or part time position. Work outside normal office hours may be required.

Position Objectives

The Mallee Family Care Community Legal Centre (MFCCLC) offers a free and confidential legal service to vulnerable people in the Northern and Southern Mallee areas of Victoria and Southwest New South Wales. Services provided include legal advice, information and advocacy, referral pathways, legal casework, community legal education and policy review and reform. Additionally, MFCCLC offers specialised Family Violence, Mental Health support and Financial Counselling.

The Service adopts an Integrated Service model, with collaboration required with other professional staff and service providers to best meet client needs. In particular, MFCCLC provides a specialist approach to supporting families in our Domestic Violence Unit/Health Justice Partnership (HJP) program. The HJP program is a multidisciplinary team (law, social work, mental health and financial counselling) that provides a range of innovative services in the Mallee communities and works in partnership with other agencies.

The HJP aims to provide integrated services that address the needs of some of the most vulnerable members of our community, with a particular focus on women who have experienced, or are experiencing, family violence, those with mental health issues and priority cohort groups.

In addition to the HJP program above the service has recently added a new program and an additional Health Justice Partnership project between Eastern Community Legal Centre and Mallee Family Care Community Legal Centre (called Mabels). This new program seeks to provide an early intervention advice and referral response to family violence within the Maternal and Child Health (MCH) context by improving the responses of maternal and child health, legal, family violence and support services in a co-ordinated and integrated manner.

This role will work closely with the MFCCLC team, in particular the whole HJP team members and MCH staff to assist and empower women who disclose family violence. This role will actively engage in the integrated practice framework to provide legal advice, support & advocacy to women experiencing or at risk of experiencing family violence. This role will provide client support using a trauma informed and strengths-based approach that will assist client's in navigating their legal options and the legal system which will support clients being empowered to make decisions that will help keep themselves and their children safe.

This role is required to operate from the Mildura site of the MFCCLC.

Key Responsibilities & Duties	Performance Expectations
Legal Advice and Casework Services.	Provide high quality legal advice and casework to HJP clients across the program areas, this includes: • Providing legal advice at sites across the partnership LGA's, with a particular focus on Family Violence, as part of an integrated practice with MCH nurses and family violence services. Further LGAs will be added to the project as time progresses. • Maintaining caseload as negotiated with the Principal Solicitor. • Providing legal information and advice services to community workers who seek information from the partners or other organisations. • Provide advice and court representation to family violence victims and attend to court matters as directed and in line with program and casework guidelines. • Ensuring compliance with professional indemnity insurance scheme. • Assisting the broader MFCCLC team at times with other legal matters and casework referrals as a demand management strategy as directed by the Principal Solicitor or Manager.

Integrated Practice.	Work in collaboration with colleague Family Violence Solicitor and the Family Violence Social Worker/s where clients have consented to Integrated Practice. Where clients identify as Aboriginal, or mothers of Aboriginal Children, working collaboratively with Aboriginal community-controlled organisation, if consented to by the client. Active engagement in Mabels processes to ensure integration across all areas of the program. Active engagement in client reviews with the Principal Solicitor. Active engagement and collaboration with all MFCLC team members, including reflective practice. Active engagement and collaboration with the broader Mabel's ECLC team and attend meetings regarding the program as directed and in full participation.
Community Development.	Liaise with the Community Legal Education (CLE) worker and provide feedback regarding the issues arising from legal casework and assist with delivery of legal education. Attend professional development provided by family violence services and MCH team to ensure understanding of children's development, needs and MCH approaches to practice that shows a commitment to integration and best practice within the program partnership. To maintain and strengthen relationships with relevant stakeholders in collaboration with the Community Engagement Worker. To participate in community events and activities relevant to the role.
Confidentiality.	Display highly professional standards regarding confidentiality, privacy and client rights and responsibilities. Ensure understanding of and delivery of services are in line with MFCLC program manual to ensure risk management guidance is followed for multi-disciplinary team members in community legal centres and their compliance.
Data collection and recording.	To collect data and prepare reports in accordance with the requirement of MFCLC and the program funding body, using the Community Legal Service database (CLASS) as

	well as the non-legal data required by the project. Participate in regular file reviews undertaken on advice and casework matters to ensure data is completed in a timely manner. Along with the Manager and Principal Solicitor collate, prepare and contribute to the wider Mabels project and evaluations as per the MOU partnership model with ECLC.
To comply with all MFCCLC policies and procedures.	These include, but are not limited to: • Client feedback processes. • Meeting participation – internal and external. • Compliance and quality assurance procedures. • Reporting requirements. • Work, Health and Safety guidelines.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- A current practicing certificate as a solicitor of the Supreme Court of Victoria, along with demonstrated relevant experience in a legal setting and in court representation.
- Admission as a legal practitioner in Victoria, with at least (2) two years Post Admission Experience.
- A person employed at this level will be expected to have specific knowledge required to undertake a specialist role within the organisation and experience both in family violence and family law casework.
- We are seeking a highly motivated person to assist with the development of the Mabels Program within the areas identified and others as the project progresses.
- A current driver's licence and a willingness to travel with preparedness to be accommodated overnight on outreach regularly will be required.

Key Selection Criteria:

Applicants are invited to submit their application addressing the following selection criteria:

- Have the ability and experience in court representation on legal matters, specifically in family law/family violence and generalist legal advice
- Demonstrated commitment to meeting the legal needs of disadvantaged groups
- Have a commitment to social justice and law reform
- Strong communication skills
- Ability to prioritise and meet strict deadlines with meticulous attention to detail.
- Demonstrated experience and working knowledge of computer systems.
- Focused and exemplary time management skills.
- Approachable manner with excellent people skills.
- Demonstrated ability to work as part of a team as well as independently.
- Ability to work in a confidential and professional manner.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Executive Director People, Culture and Performance, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

Mallee Family Care is committed to building an organisation that reflects the diversity of the communities we support.

As an Equal Opportunity employer, we invite applications from people of all walks of life. Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse (CALD), LGBTQIA+, and people living with a disability are encouraged to apply for our roles.

As a Child Safe Organisation, we undertake a range of pre-employment screening checks to ensure all candidates are suitable to work for Mallee Family Care. This includes reference checks from your current or most recent employer and probity checks (National Police Check, Working with Children Check Vic & NSW and NDIS Worker Clearance).

We go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

By submitting this job application, you acknowledge and accept Mallee Family Care's policies related to pre-employment screening checks and understand appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment