

Position Title	Community Lawyer – ROSE
Directorate, Team	Legal Services, Elder Abuse Response - ROSE
Location	Box Hill and Boronia offices with some working from home and travel to other locations as required
Position reports to	Managing Lawyer- Elder Abuse
Direct reports	Nil
Classification	5
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2024-2028
Employment type	Parental leave cover until September 2026, Full-Time (1.0 FTE), 37.5 hours per week

About Eastern Community Legal Centre

Our Vision: Human Rights | Fairness | Justice

Who We Are: Human rights, fairness and justice sits at the heart of what we do. We believe that this will lead to improved wellbeing and resilience of the communities and community members who we work with.

At our core, we are a multi-disciplinary legal service that works across the prevention continuum (prevention, early intervention and response) to improve the wellbeing and resilience of the communities and community members who we work with.

Our Values: Our values represent who we are, what we stand for and how we work. Our values demonstrate how we approach our work and our relationships with the individuals, communities and the system that we serve, and with each other.

Heart

We connect with empathy and compassion, listen to understand and lead with our hearts.

Justice

We strive for equity, equality and access, and stand with those who are experiencing injustice.

Community

We seek and nurture genuine connection with our community by prioritising accessibility, inclusion and diversity.

Courage

We bravely push boundaries to drive change and create safe spaces to encourage new ideas and ways of doing.

Background

ECLC has a longstanding commitment to addressing elder abuse and helping those that it affects through innovative and coordinated responses. While the Centre addresses elder abuse through a broad range of primary prevention, early intervention and response programs, the Elder Abuse Response Programs implement and develop distinctive Health Justice Partnerships and Integrated Practice programs to assist people who are experiencing or at risk of family violence or elder abuse.

Integrated practice, in the context of a Community Legal Centre (CLC), means a multidisciplinary team of Community Lawyers, Community Service Professionals (including social workers/advocates) and Financial Counsellors who all work together to provide a holistic service to a client.

About the Program

This position is a part of the Elder Abuse Response Program in the Legal Services Directorate.

The Elder Abuse Response Program's vision is to create a community in which older people lead self-directed lives, free from abuse or exploitation, their rights are upheld, and they are treated with respect and dignity. To achieve this vision, it aims to deliver collaborative, integrated services to older people at risk of, or experiencing abuse.

The Elder Abuse Response Program is comprised of two teams: ROSE (Rights of Seniors in the East) and ELSA (Engaging & Living Safely & Autonomously), two integrated practice teams comprised of community lawyers, advocates, financial counsellors and an intake worker. The Programs are overseen by the Managing Lawyer – Elder Abuse and the Partnerships Co-ordinator manages partnerships and supervises some staff within the team.

The Community Lawyer – ROSE, has specific responsibilities that relate to the key partnership with Oonah and will work primarily with ROSE clients, however, will also see clients from the ELSA program as required.

ROSE

ROSE is a Specialist Elder Abuse Unit. ROSE is primarily located at the ECLC offices in Box Hill and Boronia, and is comprised of a Community Lawyer, Elder Abuse Advocate, and Financial Counsellor.

ROSE provides legal, psychosocial, and financial support to older people experiencing or at risk of elder abuse who reside in the East of Melbourne.

ROSE also provides education regarding elder abuse and related topics to community members and professionals, and secondary consultations regarding elder abuse with professionals.

ROSE partners with a range of organisations and has a key partnership with Oonah.

ELSA

ELSA is a Health Justice Partnership with Eastern Health. The ELSA team is located at the ECLC offices in Box Hill and Boronia and at various Eastern Health sites.

ELSA is comprised of a Community Lawyer, Elder Abuse Advocate, and Financial Counsellor. ELSA provides education and secondary consultations regarding elder abuse to Eastern Health staff, and provides legal, psychosocial, and financial support to older people experiencing or at risk of elder abuse who are current or recent patients of Eastern Health.

A Health Justice Partnership – or HJP – is a partnership between a legal organisation and a health organisation. HJPs put legal services into healthcare. This makes it easier for people to access legal support, and facilitates collaboration between legal and health services, resulting in better experiences for clients.

About the position

As part of a multi-disciplinary team comprising a financial counsellor, advocate, and community lawyer, the Community Lawyer – Elder Abuse (ROSE) will:

- Deliver client-centered and trauma-informed legal services to ROSE clients (older people experiencing elder abuse) as part of an integrated team working collaboratively with the Financial Counsellor & Elder Abuse Advocate;
 - Prepare and deliver community legal education sessions to community members and professionals within the Eastern region;
 - Develop and maintain relationships with key partners including Oonah and other organisations;
 - Engage in partnership and community development activities and participate in external forums;
 - Maintain and develop processes and procedures, and implement monitoring and evaluation activities to support the ongoing improvement of the ROSE program;
 - Contribute to law reform and policy work under the direction of the Managing Lawyer – Elder Abuse; and
 - On occasion, deliver secondary consultations (noting this is primarily done by the Intake & Administration Officer).
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Key Accountabilities

Legal Advice and casework and integrated practice

1. Provide high quality legal advice and casework assistance as part of an integrated specialist elder abuse response practice model
2. Maintain a personal caseload
3. Provide legal information and secondary consultation services
4. Ensure compliance with professional indemnity insurance scheme
5. Collaborate with the Financial Counsellor and Advocate
6. Ensure an understanding of, and abiding by, all professional obligations, including maintaining legal professional privilege and client confidentiality within a multidisciplinary team
7. Maintain relevant and appropriate records

Partnerships and education

8. Develop and deliver education activities for community members and community sector professionals
9. Support ECLC to strengthen networks, engaging the support and involvement from a range of individuals and organisations
10. Collaborate with staff to ensure community education materials are accurate, effective and highly accessible
11. Engage with Oonah and other partners to develop strong relationships of trust to, among other things, facilitate referrals and secondary consultations

Program continuous improvement and reporting

12. Identify casework trends and systemic problems impacting on older people
13. Collect data to assist with monitoring and evaluation
14. Actively participate in monitoring and evaluation exercises
15. Assist Managing Lawyer – Elder Abuse with the continuous improvement of integrated practice processes and procedures, and file management and information systems

Accountability

16. Participate in supervision with the Managing Lawyer – Elder Abuse
17. Undertake training/professional development in consultation with the Managing lawyer- Elder Abuse
18. Adhere to all ECLC centre policy and procedures as varied from time to time
19. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation

Organisational Participation

20. Undertake professional development in consultation with manager/supervisor
21. Actively participate in meetings with manager/supervisor
22. At all times comply with ECLC policies and procedures, as varied from time to time
23. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
24. Understand and demonstrate ECLC values
25. Undertake other duties or responsibilities, as directed, within the scope of this role and consistent with skills, qualifications and experience as may be required from time to time

Decision Making

26. Decision-making authority over day to day workflow as outlined in the key accountabilities

Key Capabilities

The Key Capabilities apply to all ECLC employees and describe the capabilities that are needed to meet our strategic goals.

Capability	Description
Communicating with Others	▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations ▪ Negotiates confidently from an informed and credible position ▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions
Working with Others	▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably ▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships ▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues ▪ Focusses on group results & celebrates teams' successes

Taking Action	▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions ▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective ▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately ▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others ▪ Contributes to and participates in process improvement and new approaches/ideas
Coping with Pace, Challenges and Change	▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change ▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances ▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development ▪ Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others
Capability	Description
Leadership	▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards ▪ Supports an organisational culture that reflects ECLC values and vision ▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners ▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness

Key Relationships

Contact / Organisation	Purpose of Relationship
Internal	
<i>Director – Legal Services & Principal Lawyer</i>	To ensure alignment with directorate with organisational strategic objectives
<i>Managing Lawyer- Elder Abuse</i>	Direct line manager Regular feedback to support ongoing performance and development Regular interaction in relation to the development and completion of key activities
<i>ELSA & ROSE team members</i>	To work collaboratively on joint client work and projects Regular communication, mutual support and guidance Participate in meetings to share information, provide input on issues and in planning/processes
<i>ECLC Team members</i>	Actively participate in meetings to share information, provide input on issues and in planning/processes
External	
<i>Oonah and other partner organisations</i>	To establish and maintain strong relationships and ensure quality service delivery. Establish professional networks and relationships with partner agencies to maintain currency of issues, share ideas and learnings, and collaborate on common

Contact / Organisation	Purpose of Relationship
	responses to emerging and/or developing issues

Key Selection Criteria

Qualifications and Specialist experience

1. An unrestricted Employee Practising Certificate in Victoria (or eligibility)
2. Demonstrated post-admission experience in a broad range of legal matters relevant to elder abuse and older people, particularly family violence, wills and estates, property, trusts, guardianship and administration, and/or criminal law
3. Current Victorian Drivers License (or eligibility)

Essential Knowledge & Skills

4. Demonstrated commitment to meeting the legal needs of disadvantaged groups
5. Commitment to social justice and equality
6. Experience and interest in preparing and delivering education sessions to professionals and/or community members
7. Demonstrated experience and understanding of the social context of Elder Abuse as a form of family violence
8. Excellent interpersonal skills
9. Demonstrated experience working with or within a multi-disciplinary environment, preferably in family violence/elder abuse
10. Demonstrated high level written and oral communication skills, including the ability to simplify legal jargon
11. Highly motivated self-starter who can work independently and remotely and also work effectively in a team environment
12. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation

Desirable Knowledge and Skills

13. Community language or experience working with people from Culturally and Linguistically Diverse (CALD) and/or Aboriginal and Torres Strait Islander backgrounds
14. Experience working in Elder Law, such as estate planning and substitute decision-making, property matters and family care agreements, unconscionable lending, and grandparenting
15. Experience working within the community sector and partnerships
16. Experience working with clients with cognitive impairment, the ability to assess those clients regarding their capacity to give legal instructions, and an understanding of when to seek the opinion of a medical expert regarding a client's capacity

Additional Information

Child Safety	ECLC is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children at all times. As a 'child safe organisation', employment with ECLC is subject to a current Working with Children Check.
Cultural competency	ECLC strives to maintain a culturally competent and inclusive workplace. All staff are expected to undertake cultural competence training.

Equal Opportunity	ECLC is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.
Flexible Working	ECLC promotes flexible working to balance personal and work needs, including working from home and flexible work hours, subject to operational requirements. ECLC also operates a flexi-time system.
Health, safety and wellbeing	ECLC is committed to ensuring the physical and psychological health and safety of all employees, volunteers and other people involved in our organisation activities. Our people are expected to comply with our Health and Safety policy and procedures. It is the employee's responsibility to: ▪ Comply with instructions and take reasonable care to ensure their own health and safety, and that of others ▪ Participate in the development of a healthy and safe workplace ▪ Immediately report to their supervisor any perceived health and safety risk, and report any injury or illness immediately where practical, including completion of incident/injury forms ▪ Not place others at risk by any act or omission ▪ Use equipment safely and in a responsible manner
Pre-employment verification	Appointment may be subject to satisfactory completion of screening requirements including but not limited to: ▪ A current practising certificate in Victoria ▪ A current Police Record Check ▪ Verification of work right in Australia ▪ Certified copies of qualifications
Self-referral	It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.
Work environment	The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer. Some travel may be necessary between office sites and to attend outreach locations and/or meetings. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed. Occasional evening commitments.

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that ECLC reserves the right to modify position descriptions as required, however I will be consulted when this occurs.					
Employee Name:		Signature:		Date:	