

Position Description

Title:	Solicitor: Family Law/Domestic Violence - Ability Rights Centre
Reports to:	Principal Solicitor, Ability Rights Centre
Direct Reports	None
Award:	Social, Community, Home Care & Disability Services Award 2010 (MA000100)
Remuneration:	SCHADS Level 6, Pay Point 1 – Pay Point 3
Arrangement:	2 Year Fixed Term. (Further contract extension subject to ongoing funding)
Hours:	Full Time - 37.5 hours per week. Includes some afterhours duties.

Position Summary

Reporting to the Principal Solicitor, this role provides legal advice and casework to people with intellectual disability and cognitive impairment.

The position has a focus on legal services for people with cognitive impairment who are victims of family/domestic violence. The position-holder works closely with a small team of non-legal parent advocates and family violence case managers.

This role, and that of the ARC, includes advocacy for policy and law reform benefiting those with disability, and provision of community legal education. The position-holder's contributions to these activities focus on care and protection and family law / domestic violence issues.

Key IDRS Relationships

Internal	External
<ul style="list-style-type: none"> - Board of Directors - Chief Executive Officer - ARC Principal Solicitor - Staff - Volunteers 	<ul style="list-style-type: none"> - Clients / Service Users - Government Services and agencies - Community-based organisations - External network contacts - Private law firms - Courts and tribunals

Primary Duties & Responsibilities:

Key Result Area	Key Tasks
Legal Advice	<ul style="list-style-type: none"> - Provide legal advice to people with disability, family members, carers, or disability workers who are seeking advice on their behalf, regarding family law / domestic violence. - Provide appropriate follow-up associated with advice calls. - ARC provides an after hours legal advice service to people with cognitive impairment in police custody. Remote advice after hours and week end on-call work will be required on a roster basis. - Conduct conflict checks - Refer people with disability to other sources of legal assistance or other services - Communicate effectively with clients with disability
Legal Casework	<ul style="list-style-type: none"> - Provide legal casework for people with disability, including research, legal advice and legal representation, in family law / domestic violence matters - Conduct strategic litigation that is consistent with ARC's priorities and law reform objectives family law / domestic violence - Refer clients to appropriate services, including legal, community and disability services - Communicate about complex issues with clients, their families and their advocates/support persons
Education, Training and Networking	<ul style="list-style-type: none"> - Contribute to the development and delivery of education programs for people with disability, their families and carers - Provide training to legal and other justice sector personnel - Provide information and advice to other legal professionals about issues affecting people with disability - Prepare and deliver conference papers as appropriate - Provide support to IDRS educators in relation to areas of joint work - Develop strong networks with disability advocates to resource their work in supporting parents in their dealings with the Department of Communities and Justice - Liaise with a wide range of stakeholders

Policy Work and Law Reform	<ul style="list-style-type: none"> - Research and contribute to development of policy positions on issues affecting people with intellectual disability and cognitive impairment, focusing on family law/domestic violence issues. - Respond proactively and in a timely way to proposed changes in the legal and service system that may disadvantage people with intellectual and cognitive disability - Work with ARC Principal Solicitor to prepare submissions to government and other committees on issues affecting people with disability. - Participation on relevant committees and in relevant professional networks
Information & Publications	<ul style="list-style-type: none"> - Contribute to development of information and publications eg. fact sheets, pamphlets, booklets, articles and web-based information - Contribute to the development of internal legal and other resources - Ensure legal and other resources are kept up to date as necessary - Provide comment on the publications of other agencies as requested
Administration	<ul style="list-style-type: none"> - Contribute to the preparation of project proposals, funding submissions, reports and acquittals - Accurate and timely use of client database - Completion of computerised advice records - Maintain client files for casework matters - Develop individual operational work plan - Contribute to staff meetings and planning sessions.
Contribute to a cohesive, reliable, high-quality organisation.	<ul style="list-style-type: none"> - Display initiative, discretion and judgement in carrying out duties - Attend team meetings, training and events - Maintain a high level of respectful communication with staff, volunteers and stakeholders. - Actively contribute ideas or concerns to facilitate continuous improvement of services. - Respond constructively to feedback from service users and other stakeholders to facilitate continuous service improvement - - Participate in working groups, and projects across IDRS. - Work collaboratively with other IDRS services and projects.
Personal Accountability	<ul style="list-style-type: none"> - Comply with IDRS policies and procedures. - Ensure client confidentiality. - Undertake work practices in a safe manner in line with Workplace Health and Safety instructions, policies and procedures. - Maintain and submit timesheets as required.

Skills Knowledge & Experience

Essential

- Admitted to practice in New South Wales and hold or be eligible to hold a practising certificate in New South Wales
- Significant experience in providing legal advice and conducting legal casework for people from socially disadvantaged populations
- Experience in providing legal services regarding family law / domestic violence
- Ability to simplify legal jargon and communicate effectively with people with cognitive impairment
- Ability to engage in trauma-informed practice
- Ability to work effectively with staff from other professional backgrounds
- Ability to deliver community legal education

Desirable

- Experience appearing in courts and tribunals
- Understanding of issues affecting people with cognitive impairment
- Experience in providing legal services regarding care and protection of children