

POSITION DESCRIPTION

Position Title	Community Lawyer – Early Resolution and Victims Legal Services
Directorate, Team	Legal Services, Community Law Program
Location	Box Hill and Boronia offices with some working from home and travel to other locations as required
Position reports to	Managing Lawyer- Community Law Program (Local Communities Lead)
Direct reports	Nil
Classification	5
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2024-2028
Employment type	Ongoing, Part-Time (0.8 FTE), 30 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	Justice	Community	Courage
We connect with empathy and compassion, listen to understand and lead with our hearts.	We strive for equity, equality and access, and stand with those who are experiencing injustice.	We seek and nurture genuine connection with our community by prioritising accessibility, inclusion and diversity.	We bravely push boundaries to drive change and create safe spaces to encourage new ideas and ways of doing.

Background

ECLC is seeking to employ a Community Lawyer to work in its Early Resolution and Victims Legal Services. The position will be located within ECLC's Community Law Program and work across both programs, 3 days with the Early Resolution Service and 1 day with the Victims Legal Service.

About the Programs

This position is a part of the Community Law Program in the Legal Services Directorate.

Early Resolution Service

The purpose of the Early Resolution Service is to provide legal assistance to people with family violence legal need prior to their family violence intervention order court hearings and resolve them where possible.

Victims Legal Service

The aims of the Victims Legal Service (VLS) are to:

- provide victims of crime with trauma-informed, specialised legal advice and assistance related to state-funded Financial Assistance Scheme (FAS) matters
- ensure victims of crime understand their rights, entitlements and available supports regarding state-funded financial assistance and restitution and compensation from the offender
- support victims of crime to feel validated, heard and have their experience recognised
- enable victims' immediate legal needs to be identified and responded to in a timely manner

About the position

The *Community Lawyer- Early Resolution and Victims Legal Services* will work within the Community Law Program to provide high quality, trauma informed casework service to victims of crime who seek to utilise both the Early Resolution and Financial Assistance Service schemes. ECLC is committed to working with its community utilising a variety of direct legal services and community development strategies. This position will also co-ordinate the operation of the Early Resolution Service across the community Law Program

This position is part of the Community Law Program. While this role has a focus on legal casework, all staff are expected and encouraged to have some involvement in the community development and education work of the Centre.

Key Accountabilities

Legal Advice and casework

1. Provide high quality legal advice and casework assistance as part of the Early Resolution and Victims Legal Services

2. Maintain a personal caseload
3. Provide legal information and secondary consultation services
4. Ensure compliance with professional indemnity insurance scheme
5. Ensure an understanding of, and abiding by, all professional obligations, including maintaining legal professional privilege and client confidentiality within a multidisciplinary team
6. Maintain relevant and appropriate records

Program co-ordination

7. Ensure the smooth co-ordination of workflow throughout the early resolution service process, including administration and intake of the program
8. Actively take part in data collection and analysis to inform program development and outcomes
9. Assist Managing Lawyer, Community Law Program (Local Communities Lead) on reporting deliverables of program requirements

Community Development – Community Law Program

10. Encourage and foster the interaction and integration of legal assistance with the Centre's community development work.
11. Participate in community development, partnership, education and law reform projects appropriate to the role.
12. Support the Centre to strengthen networks, engaging the support and involvement from a range of individuals and organisations e.g. court staff, legal practitioners, community agencies, volunteers.
13. Collaborate with staff to ensure community education materials are accurate, effective and highly accessible
14. Provide community legal education and information presentations and workshops when directed
15. Where appropriate, represent the Centre in a variety of forums
16. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation

Organisational Participation

17. Undertake professional development in consultation with manager/supervisor
18. Actively participate in meetings with manager/supervisor
19. At all times comply with ECLC policies and procedures, as varied from time to time
20. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
21. Understand and demonstrate ECLC values
22. 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

23. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	
Director – Legal Services & Principal Lawyer	To ensure alignment with directorate with organisational strategic objectives
Managing Lawyer, Community Law Program (Local Communities Lead)	Direct line manager Regular feedback to support ongoing performance and development Regular interaction in relation to the development and completion of key activities
Managing Lawyer, Community Law Program (Priority Communities Lead) and Community Law team members	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
ECLC broader Team members	Actively participate in meetings to share information, provide input on issues and in planning/processes
External	
	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 responses to emerging and/or developing issues

Key Selection Criteria

Mandatory Qualifications

1. Eligible to hold an Employee Practising Certificate in Victoria

Essential Knowledge & Skills

2. Demonstrated post-admission experience or ability to acquire, in a broad range of matters, particularly in victims of crime, family law/family violence and generalist legal advice
3. Demonstrated understanding and application of trauma informed practice in a legal service provision context
4. Demonstrated ability to work with diverse communities including those experiencing marginalisation and isolation
5. Demonstrated high level written and oral communication skills, including the ability to simplify legal jargon and to work well within a team environment.
6. Demonstrated commitment to meeting the legal needs of disadvantaged groups.
7. Ability to undertake projects recognising the relationship between casework, community development and community legal education.
8. Demonstrated experience in working autonomously and in a team.
9. Demonstrated computer literacy and experience in undertaking own administrative duties (eg. word processing, file management).
10. Commitment to social justice and equality.
11. 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

1. At least 2 years post admission experience as a practising lawyer
2. Community language or experience working with people from Culturally and Linguistically Diverse (CALD) and/or Aboriginal and Torres Strait Islander backgrounds
3. Experience working in the community sector
4. Legal experience with the Victims of Crime and Family Violence Intervention Order system
5. Experience working with student volunteers

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	<p>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.</p> <p>It is the employee's responsibility to:</p> <ul style="list-style-type: none">▪ 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: <ul style="list-style-type: none">▪ 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	<p>The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer.</p> <p>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.</p> <p>Occasional evening commitments.</p>

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:	
----------------	--	------------	--	-------	--