

Position Title	Senior Community Lawyer – Family Violence Initiatives
Directorate, Team	Family Violence Initiatives
Location	Boronia, Box Hill, Healesville and integrated outreach locations
Position reports to	Managing Lawyer – Family Violence Initiatives
Direct reports	Nil
Classification	6
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2024- 2028
Employment type	Ongoing

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.

<p>Heart</p> <p>We connect with empathy and compassion, listen to understand and lead with our hearts.</p>	<p>Justice</p> <p>We strive for equity, equality and access, and stand with those who are experiencing injustice.</p>	<p>Community</p> <p>We seek and nurture genuine connection with our community by prioritising accessibility, inclusion and diversity.</p>	<p>Courage</p> <p>We bravely push boundaries to drive change and create safe spaces to encourage new ideas and ways of doing.</p>
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Background

ECLC has a longstanding commitment to addressing family violence and helping those that it affects through innovative and coordinated responses. While the Centre addresses family violence through a broad range of prevention, early intervention and response programs, the Family Violence Initiatives (FVI) teams implement and develop distinctive Health Justice Partnerships or Integrated Practice programs.

Integrated Practice

Integrated practice from a Community Legal Centre (CLC) perspective involves the integration of Community Lawyers, Community Service Professionals and Financial Counsellors working together to address the needs of clients. ECLC is committed to a collaborative approach to service delivery, where the multidisciplinary team comes together to co-ordinate the case support of clients and to ensure that the intertwined legal, health, social and financial needs of a client and their children are considered.

Family Violence Initiatives (FVI)

The Family Violence Initiatives Directorate leads the design, development and service delivery of the SAGE, Mabels and WELS Programs as well as any community education and community development activities connected to these programs.

Mabels

Mabels is a Health Justice Partnership between Eastern Community Legal Centre, Boorndawan Willam Aboriginal Healing Service (BWAHS) and three Victorian local government councils. The 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.

WELS

WELS is a Health Justice Partnership between Eastern Community Legal Centre, Eastern Health and BWAHS. The program has been based on the Mabels model but adapted to provide an earlier intervention to family violence for women throughout their pregnancy by working as part of maternity services at Eastern Health.

SAGE

The SAGE Program integrates a Community Lawyer and a Family Violence Advocate to provide a trauma informed approach to supporting women to engage with their legal, social and financial options in responding to family violence. SAGE is designed to provide a service that responds to the family violence legal needs of women who face additional barriers to accessing services, specifically:

- Aboriginal and Torres Strait Islander communities;
- Women from refugee, migrant or culturally and linguistically diverse backgrounds;
- Women with a disability;
- Women experiencing mental health issues;
- Women from geographically isolated locations

The SAGE Program works in partnership with BWAHS and seeks to provide a service that is flexible and responsive to the diverse needs of women within a culturally safe and accessible framework.

Position Summary

The *Senior Community Lawyer – Family Violence Initiatives* provides an opportunity for an experienced lawyer to operate in a senior capacity within an integrated practice model with scope to develop their leadership skills.

As part of the Family Violence Initiatives team the *Senior Community Lawyer – Family Violence Initiatives* will primarily work within the SAGE program while also providing support to the Mabels and WELS programs as needed.

As part of each of the Mabels, WELS and SAGE programs, the *Senior Community Lawyer – Family Violence Initiatives* will also work in close collaboration with BWAHS where women identifying as Aboriginal or Torres Strait Islander have consented to their involvement.

The *Senior Community Lawyer – Family Violence Initiatives* will actively engage in integrated practice with the Family Violence Advocates within the Family Violence Initiatives Program to provide legal advice, support & advocacy to women experiencing or at risk of experiencing family violence.

The *Senior Community Lawyer – Family Violence Initiatives* will provide client support using a trauma informed and strengths-based approach, that will assist clients in navigating their legal options and the legal system and support clients being empowered to make decisions that will help keep themselves and their children safe.

The *Senior Community Lawyer – Family Violence Initiatives* will build and develop partnership relationships with each of the program partners, engage in secondary consultations, and provide community legal education as required.

The *Senior Community Lawyer -FVI* will also provide mentoring and professional development support to lawyers and paralegal staff within the FVI Program.

Key Accountabilities

Legal Assistance & Integrated Practice

Provide high quality, trauma-informed legal advice and assistance services to Family Violence Initiatives clients within an integrated practice model, primarily within the SAGE Program and focusing on family violence and family law. This includes:

1. Providing legal information, advice, representation, dispute resolution and court advocacy, primarily in family violence and family law as well as some related matters including child protection and victims of crime.
2. Providing legal advice at BWAHS, Maternal Child Health sites within ECLC's catchment area and other Family Violence Initiatives outreach locations as required
3. Maintaining a caseload of complex family violence, family law and associated matters as negotiated with the Managing Lawyer - Family Violence Initiatives
4. Providing secondary consultations to community workers from Family Violence Initiatives' partner organisations
5. Working in partnership with the *Family Violence Advocates - FVI*, and close collaboration with the *Intake and Administration Paralegal – SAGE*
6. Where clients identify as Aboriginal, or mothers of Aboriginal children, working collaboratively with BWAHS and/or other Aboriginal Community Controlled Organisations, where consented to by the client
7. Ensuring an understanding of, and abiding by, all professional obligations relating to ECLC's Integrated Practice Framework
8. Actively engaging and collaborating with all FVI team members, including reflective practice
9. Assisting in the development and implementation of strategies and policies to improve client service delivery
10. Ensuring compliance with the professional indemnity insurance scheme

Leadership & Development

11. Assist in the mentoring, training, support and supervision of lawyers and paralegals within the Family Violence Initiatives Program
12. Act as an accessible source of day-to-day legal practice support for lawyers within the Family Violence Initiatives Program as required, primarily in the areas of family law and family violence
13. Assist in the induction of new lawyers and paralegals within the Family Violence Initiatives Program, including shadowing and reverse shadowing duties
14. Actively engage and share senior expertise in client case-management reviews with the *Managing Lawyer – Family Violence Initiatives*, *Practice Manager – Family Violence Initiatives* and the SAGE, Mabels and Wels Teams
15. In collaboration with the *Managing Lawyer – Family Violence Initiatives* and other FVI Managers/leaders, promote a person-centred, trauma informed approach that assesses and manages risk to women and children experiencing or at risk of family violence as part of an integrated family violence practice model
16. In collaboration with the *Managing Lawyer – Family Violence Initiatives* and other FVI Managers/leaders, contribute to monitoring, evaluation and improvement of integrated legal services
17. Assist with the development of volunteer programs including training and supervision of volunteers

Community Development & Partnerships

18. As agreed with the *Managing Lawyer - Family Violence Initiatives* and *Practice Manager - Family Violence Initiatives*, assist in the development and delivery of community legal education presentations and seminars on legal topics relevant to the work of FVI and in particular family violence and Family Law

19. Assist with the research, production and maintenance of resources required for community legal education and ensuring legal accuracy of materials and presentations
20. As agreed with the *Managing Lawyer - Family Violence Initiatives*, participate in community development, partnership and law reform projects
21. Engage with BWAHS, MCH, and Eastern Health staff to support strengthening of partnerships including facilitation of referrals and secondary consultations
22. Participate in Mabels and WELS integration meetings and other external forums as ECLC's representative as required

Organisational Participation

23. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation
24. Undertake professional development in consultation with manager/supervisor
25. Actively participate in meetings and supervision with manager/supervisor
26. At all times comply with ECLC policies and procedures, as varied from time to time
27. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
28. Understand and demonstrate ECLC values
29. 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

30. Decision-making authority over day-to-day workflow
31. Strategic, program and legal practice decision making made in consultation with the *Managing Lawyer - Family Violence Initiatives and Practice Manager- Family Violence Initiatives*

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

Capability	Description
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
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	
<i>Principal Lawyer – Family Violence Initiatives</i>	Regular interaction in relation to legal practice risk management and alignment of legal casework and advocacy with FVI program and organisational strategic objectives
<i>Program Manager – Family Violence Initiatives</i>	Regular interaction in relation to the development and completion of Mabels, WELS and SAGE objectives and key activities
<i>Managing Lawyer – Family Violence Initiatives</i>	Regular interaction for direct line management, legal supervision and support Regular feedback to support ongoing performance and development
<i>Practice Manager – Family Violence Initiatives</i>	Regular interaction in relation to the provision of service delivery, key program activities, and feedback & support regarding ongoing performance and development
<i>Community Lawyers – Mabels, WELS and SAGE</i>	Regular interaction to provide mentorship and professional development support to Community Lawyers across the team and to engage in opportunities for shared practice.
<i>Family Violence Advocates – Mabels, WELS and SAGE</i>	Actively engage in integrated practice and support with the Family Violence Advocates to provide early intervention advice and support for women experiencing or at risk of family violence
<i>Intake and Assessment Officer(s) – Mabels and WELS and Intake and Assessment Paralegal – SAGE</i>	Regular interaction, consultation and collaboration in the triage of intake enquiries. Regular interaction, consultation and collaboration in administration duties. Regular interaction to provide mentorship and professional development support to Intake and Assessment Paralegal – SAGE.
<i>Mabels, WELS and SAGE Team</i>	Participate in team meetings, client reviews, community education, reflective practice and all Mabels, WELS and SAGE processes
External	
<i>Local Council, MCH services within ECLC's catchment, Eastern Health</i>	To establish and maintain strong relationships and ensure quality service delivery
<i>Boorndawan Willam Aboriginal Healing Services</i>	To establish and maintain strong relationships and ensure culturally safe and quality service delivery

Key Selection Criteria

Qualifications and Specialist expertise

1. Eligible to hold an unrestricted Employee Practising Certificate in Victoria
2. A minimum of 4 years demonstrated post-admission experience in family violence and family law casework, including complex family law litigation.
5. Hold or be eligible to apply for VLA's s29A panel certification in Family Law and Family Violence or commitment to work towards certification

Knowledge and skills

3. Demonstrated commitment to meeting the legal needs of disadvantaged groups
4. Demonstrated experience working with or within a multi-disciplinary environment or Health Justice Partnership
5. Commitment to social justice and equality
6. Demonstrated high level written and oral communication skills, including the ability to simplify legal jargon and to work well within a team environment
7. Highly motivated self-starter who can work independently and remotely, and work effectively in a team environment
8. Demonstrated understanding of the dynamics of family violence as it affects women
9. Demonstrated ability to work with client groups who may be reluctant to disclose legal issues
10. Ability to undertake projects recognising the relationship between casework, community development and community legal education
11. Community language or experience working with people from Aboriginal and Torres Strait Islander and/or Culturally and Linguistically Diverse backgrounds
12. Experience working within the community sector
13. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation

Personal qualities

14. Ability to contribute to a positive working environment
15. Team orientation
16. Ability to work under pressure
17. Discretion and professionalism

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 in order to balance personal and work needs, including working from home and flexible work hours. 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: <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

	<ul style="list-style-type: none"> ▪ 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	<p>Appointment may be subject to satisfactory completion of screening requirements including but not limited to:</p> <ul style="list-style-type: none"> ▪ A current practising certificate in Victoria ▪ Verification of work right in Australia ▪ Certified copies of qualifications
Self-referral	<p>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.</p>
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:	
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