



POSITION DESCRIPTION

Position:	Lawyer – Family Law
Reports To:	Managing Law
Direct Reports:	Nil
Status:	Maximum Term up until 30 June 2027, Full Time
Location:	Hybrid – based in East Melbourne and Dandenong, as well as working from home arrangements, travel required at various locations including regional Victoria and Interstate.
Grade:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) Level 5/6 based on experience + Superannuation + Salary Packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centered, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 30,000 women and children experiencing family violence throughout our 40+ years of operation, providing a holistic service that centers the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing
- Prevention projects and resource development for migrant and refugee communities
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

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You can view inTouch's 2026-2029 Strategic Plan [here](#).

POSITION SUMMARY

This role will see you working in an integrated model of service delivery working with inTouch Case Managers and its Legal Centre to provide a holistic service to migrant and refugee women on their journey to safety.

You will conduct legal casework primarily in family law and family violence. There will be scope to practice in other practice areas including migration and victim's of crime however this position will be situated within our family law program. Your work will include legal advice, family law litigation, family violence intervention order matters, liaising with case managers, stakeholder engagement and Health Justice Partnership engagement, and administrative tasks associated with managing tasks.

The successful candidate will be committed to social justice, be cultural competent with a genuine interest in seeking just outcomes for migrant and refugee women and their children experiencing a range of legal issues.

KEY RELATIONSHIPS

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|----------|---|
| Internal | Maintain strong, collaborative relationships with all inTouch staff, including leadership, inTouch Board, NOOR Survivor-Advocates, students and volunteers to support cohesive team dynamics and effective, client-centered, program execution. |
| External | Cultivate and sustain positive relationships with a broad network of stakeholders, including inTouch clients, specialist family violence services, refugee, migrant, and multicultural community organisations, government agencies, academic institutions, and funding partners. |

POSITION ACCOUNTABILITIES

Legal Advice & Casework

- You will conduct legal casework primarily in family law and family violence law. Your work will include legal advice, liaising with case managers, case work including litigation in family law and family violence.
- Ensure that legal services operate within the Legal Centre's guidelines and integrated practice and in accordance with professional legal practice, including government and professional indemnity insurance requirements.
- Provide high quality legal advice and casework at inTouch head office and outposts as scheduled and/or required.
- Regularly communicate with the Direct Services Team to keep the relevant Case Managers up to date to ensure successful implementation of the Legal Centre 's operational model.
- Ensure relevant and appropriate records are maintained online Actionsteps management system in order to ensure we maintain client and practice file management systems.

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- Provide reports such as file documents, file outcomes, summaries and correspondence letters as requested by the Managing Lawyer and Principal Lawyer.

Community Development & Partnerships

- Operate legal outposts in the region such as Magistrates' Court duty lawyer services and running legal clinics as part of our Health Justice Partnership and other legal projects we run with partner organisations.
- Provide community legal education presentations and workshops to our stakeholders including migrant community organisations, legal centres and community health organisations so as to raise awareness of family violence within migrant communities.
- Represent the Centre in a variety of forums such as government run forums and consultation groups, legal consultations, community legal centres, Victoria legal aid trainings and consultations and other networking groups we are part of.

PEOPLE MANAGEMENT

NA

DELEGATION OF AUTHORITY

The incumbent must operate at all times within inTouch's Delegation of Authority and ensure that all decisions and actions align with the responsibilities outlined in the current schedule.

KEY SELECTION CRITERIA

Essential:

- A current Australian Practising Certificate which entitles you to practise in Victoria as a Legal Practitioner without restriction.
- Demonstrated capacity to work as an advocate and case work preferably within the scope of Legal Centre's Program including family law and family violence law.
- Knowledge or practical experience within the scope of Legal Centre's Program with a focus on family law.
- Capacity to positively engage with key partner agencies and/or their workers, to appropriately manage referrals to and from those agencies and to promote the service within community settings.
- Ability to mentor and train staff and contribute to the development of individuals and their knowledge and skills within the scope of Legal Centre's Program.
- Ability to work collaboratively with others and foster a cooperative and supportive team environment.
- Excellent interpersonal skills and experience in working with clients from diverse backgrounds in an emphatic and culturally competent manner.
- Demonstrated time management and organisational skills.

Desirable:

- Experience in working in a Community Legal Centre environment and are familiar with the NACLC risk management guidelines and cross check procedures.
- Understanding of family violence practice including MARAM.
- Understanding of the Victoria Legal Aid funding guidelines and legal aid system.

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- Knowledge of or spoken language other than English.
- Lived experience working with migrant and refugee communities and understanding of cultural norms and communication styles.

Personal Attributes:

- Genuine commitment to social justice and to assisting migrant and refugee women and children.
- High ethical standards and values, ability to act with integrity and confidentiality.
- Ability to sensitively manage stakeholder relationships.
- A level of maturity and professional accomplishment and track record appropriate to the representational aspects of the role.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conduct work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.

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- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will initially be engaged for a probationary period of six months.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

INCLUSION

inTouch is an equal opportunity employer and is committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people from migrant and refugee background, people of colour, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQ+) people, people with lived experience of family violence, and people with disability.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

AUTHORISATION

I hereby accept the above Terms of Employment.

Signed:

Date:

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