



## Hume Riverina Community Legal Service

### Lawyer (Family Violence)

POSITION DESCRIPTION	Staff Name
<b>Service/Program:</b>	Hume Riverina Community Legal Service (HRCLS)
<b>Position Title:</b>	Lawyer (Family Violence)
<b>Probation Period:</b>	Not Applicable
<b>Position Base:</b>	27-29 Stanley Street, Wodonga but from time to time may be required to work at other UMFC sites either temporarily or permanently by negotiation.
<b>Award:</b>	Community Legal Centres Multi Business Agreement 2006-2009
<b>Classification:</b>	Social & Community Services Employee
<b>Level:</b>	Level 6
<b>Hours of Work:</b>	Full-time – 38 hours p.w. (hours negotiable). Contracted hours are according to Employment Conditions form that may change as agreed from time to time.
<b>Tenure:</b>	Full-time until 8 October 2017 with potential extension to part-time hours dependent on funding.
<b>Travel:</b>	Travel local/regional on a regular basis is required using a Service vehicle.

## 1. POSITION CONTEXT & SUMMARY OF POSITION

Consistent with the Agency mission, Strengthening Families to Build Vibrant Communities, the Hume Riverina Community Legal Service (HRCLS) is a program auspiced by Upper Murray Family Care Inc. HRCLS is part of a national community legal sector, providing legal assistance to people ‘at the door’, also using preventative strategies such as community development, legal education and law and policy reform projects to inform, strengthen and empower the community we serve. The Lawyer (Family Violence) will be one of a team consisting of the Principal Lawyer/Manager, Operations Manager, Lawyers, Community Development Coordinator, Legal Assistant, Reception Administration Officer and volunteers, who work to deliver free and confidential legal advice, information, casework and referrals for individuals and groups who reside or work in North East Victoria or the Riverina of NSW, especially those on low incomes or otherwise disadvantaged in their access to justice.

Under the direction of the Principal Lawyer/Manager, the primary role of the Lawyer (Family Violence) is to provide family violence duty lawyer services in Wodonga and Myrtleford Magistrates Courts. Provide legal advice, information and referrals via Law By Telephone (LBT) sessions and provide ongoing casework. The

Lawyer (Family Violence) may also participate in a range of other HRCLS services including community legal education and law reform policy work.

## 2. COMMUNICATION WITH OTHERS

Position supervised by:	Principal Lawyer/Manager HRCLS
Supervises directly:	Law Students, Volunteers
Communicates internally primarily with:	HRCLS staff, volunteers & students, other relevant staff within UMFC.
Communicates externally primarily with:	Clients, Local Legal Practitioners, Court Staff and Community Agencies.

## 3. KEY RESPONSIBILITY AREAS (KRAS)

Consistent with the UMFC values of Participation, Respect, Excellence, Justice and Honesty, this position provides high quality, efficient services through the following Key Responsibility Areas:

<p><b>KRA 3.1</b> Provide high quality legal advice, information, referrals and ongoing casework to HRCLS clients with a focus on family violence and family law as well as interrelated legal issues including through the following services:</p> <ul style="list-style-type: none"><li>• Family Violence Duty lawyer services at the Magistrates Courts in Wodonga and Myrtleford and other Courts as required;</li><li>• Law By Telephone (LBT);</li><li>• Ongoing casework.</li></ul>
<p><b>KRA 3.2</b> Establish and maintain key relationships with local and regional family violence support services and other key stakeholders, including through the development of outreach services as required.</p>
<p><b>KRA 3.3</b> Promote HRCLS and enhance the profile of the service within the catchment area through:</p> <ul style="list-style-type: none"><li>• Participating in relevant network meetings and working groups, regional community events and public forums;</li><li>• Distributing promotional material, media releases, community legal information and resources; and</li><li>• Developing relationships with key individuals and stakeholders within the Victorian catchment area.</li></ul>
<p><b>KRA 3.4</b> Engage in appropriate Law Reform or Community Development activities as required by HRCLS.</p>
<p><b>KRA 3.5</b> Develop and provide community legal education and training seminars, contribute to legal education publications and liaise with community organisations as appropriate.</p>
<p><b>KRA 3.6</b> Work with the Principal Lawyer/Manager &amp; Operations Manager to ensure that all reporting and funding requirements are met.</p>

<p><b>KRA 3.7</b> Provision of supervision, mentoring and support to solicitor and paralegal volunteers, non-legal volunteers, law students and CLE/PLT students as required, including by providing relief support to the Tuesday night volunteer clinic as required.</p>
<p><b>KRA 3.8</b> Support a culture that promotes child safety with particular attention to Aboriginal and CALD cultural safety and children with a disability.</p>
<p><b>KRA 3.9</b> Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty.</p>
<p><b>KRA 3.10</b> Actively participate as a team member in relevant meetings, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements.</p>
<p><b>KRA 3.11</b> Actively undertake all OHS requirements appropriate to the position &amp; consistent with legal obligation and UMFC culture, policy and procedure.</p>
<p><b>KRA 3.12</b> Other duties/delegations as directed, relevant to the main focus of the position.</p>

#### 4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular=21-50%, Frequent=51-70%, Continuous=> 70%)

- Sitting – Frequent
- Standing/walking - Frequent
- Computer based tasks – Frequent
- Driving – Regular
- Lifting – Regular
- Twisting/carrying - Regular

#### 5. KEY SELECTION CRITERIA

- 5.1 Eligible for a practising certificate in Victoria as an employee of a law practice (unrestricted practising certificate preferred).
- 5.2 Experience in advice and casework in the areas of family, criminal and civil law (preferable, otherwise ability to quickly learn essential).
- 5.3 Demonstrated capacity to work in a small team and support a cohesive team environment.
- 5.4 Demonstrated ability to work independently with minimal supervision.
- 5.5 Demonstrated ability to verbally communicate effectively with a wide range of people, including other professionals and community members.

- 5.6 Demonstrated ability to communicate effectively in writing for a range of purposes.
- 5.7 Ability to plan, prioritise and schedule work.
- 5.8 Ability to work in a high pressure environment.
- 5.9 Computer literacy – experience with Microsoft software e.g. Word, Outlook, Publisher, Power Point, Access & Excel to generate own letters and use email.
- 5.10 Willingness to undertake country travel to outreach locations.
- 5.11 High level of commitment and professionalism.
- 5.12 Personal attributes including:
  - Positive attitude and team values
  - Excellent interpersonal skills
  - Resilient
  - Adaptable
  - Creative/innovative
  - Emotional Intelligence/empathy

## **6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS**

- 6.1 Current driver's license

## **7. WORK CHALLENGES/PRESSURES**

- Time constraints and work commitments
- Working with clients' expectations and meeting their needs
- Dealing with distressed clients with multiple and complex needs
- Regular problem solving / challenges
- Frequent travel to and between outreach locations

## **8. SUPERVISION**

At UMFC, supervision is considered to be an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depends in large part on the support and structured reflection provided by the supervision framework.

Supervision has a number of benefits for workers, clients, and the organisation, including:

- Protection and a commitment to quality service provision for clients through case review
- A forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
- A reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact on their professional practice

- An opportunity for workers to build their skills and identify areas for future development in a supportive environment.

(Full-Time/Part-Time)

Supervision is a requirement for all workers at UMFC and must, at a minimum, be provided:

- on an individual basis
- for 2 hours per month (pro rata).

## **9. CONTRACT OF EMPLOYMENT**

All persons employed by the agency are employed under contract. Each contract will provide specific information relating to policies and procedures, including the code of conduct, confidentiality and privacy procedure and pre-existing medical conditions which are required to be signed by persons commencing employment at UMFC.

## 10. DECLARATION OF CURRENT AND ONGOING CAPACITY

1. I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described both in writing in this document, along with any verbal explanations in terms of:
  - a) The knowledge, skills and attitudes required, and
  - b) My physical and psychological capacity to undertake the work.
  
2. Additionally I agree to notify the Agency immediately of **ANY CHANGE** in my capacity to meet the requirements as outlined in this position description including any changes in the status of my driver's license, and/or my ability to meet legislative requirements such as the WWC check and police check.

**Signed:** \_\_\_\_\_

Attachments:     *Organisational Chart*  
*Agency Brochure*  
*Program Brochure*  
*Benefits of Employment*

**Witnessed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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