



**Hume Riverina Community Legal Service**  
**LAWYER**  
**(NSW CARE & PROTECTION – EARLY INTERVENTION)**

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<b>POSITION</b>	
<b>DESCRIPTION</b>	
<b>Service:</b>	Hume Riverina Community Legal Service
<b>Program:</b>	NSW Care Partner
<b>Position Title:</b>	Lawyer (NSW Care and Protection – Early Intervention)
<b>Probation Period:</b>	Six months from commencement
<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 Worker
<b>Level:</b>	Level 7 (dependant on qualifications & experience)
<b>Hours of Work:</b>	Part-Time – (0.6) 22.5 hours p.w. Contracted hours are according to Employment Conditions form that may change as agreed from time to time.
<b>Tenure:</b>	Fixed term contract 30 June 2019.
<b>Travel:</b>	Travel local/regional regular basis may be required using an Agency 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 NSW Care & Protection Lawyer will be one of a team consisting of the Principal Lawyer/Manager, Lawyers, Operations Manager, Community Development Coordinator, Community Legal Education Worker, 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.

The NSW Care & Protection Lawyer will provide early intervention assistance to clients with NSW care and protection matters including legal advice, casework and information to clients over the telephone and through face-to-face appointments at the Wodonga office and at outreach locations in NSW. The Lawyer will also establish relationships with key service providers engaging with clients who may be experiencing child protection issues, and build the profile of the program throughout the HRCLS NSW catchment area. From time to time, the Lawyer may also participate in the range of other HRCLS services including litigation support and community legal education.

## 2. COMMUNICATION WITH OTHERS

Position supervised by:	Senior Lawyer
Supervises directly:	Law Students & volunteers
Communicates internally primarily with:	HRCLS staff & volunteers, UMFC staff & Director.
Communicates externally primarily with:	Local Legal Practitioners, Court Staff, Community Agencies, Family Relationship Centre staff, NSW Legal Aid & CLC peak bodies i.e. NACLCL, NSWCLC.

## 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></p> <p>Provide early intervention legal assistance to clients including through high quality advice, casework, representation at mediation (and occasionally at Court), in relation to NSW Child Protection and related legal issues in accordance with funding guidelines and HRCLS advice &amp; casework guidelines.</p>
<p><b>KRA 3.2</b></p> <p>Establish and maintain links with FACs NSW, Legal Aid NSW and service providers located within the HRCLS catchment area in NSW who may be working with clients with care and protection matters, to enable the successful delivery of the Care Partner program</p>
<p><b>KRA 3.3</b></p> <p>Establish and maintain links with CLC sector by attending (via telephone or face-to-face) relevant network meetings i.e. Care Partner, NSW Quarterly meetings etc.</p>
<p><b>KRA 3.4</b></p> <p>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 3.5</b></p> <p>Promote HRCLS and enhance the profile of the service within the catchment area through:</p> <ul style="list-style-type: none"> <li>• Establishing and maintaining key relationships with local and regional service providers;</li> <li>• Participating in relevant network meetings and working groups, regional community events and public forums;</li> </ul>

<ul style="list-style-type: none"> <li>• Distributing promotional material, media releases, community legal information and resources; and</li> <li>• Developing and delivering community legal education for community workers.</li> </ul>
<p><b>KRA 3.6</b> Identify appropriate Law Reform issues to inform the law reform work of the HRCLS.</p>
<p><b>KRA 3.7</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 3.8</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 3.9</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 3.10</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 3.11</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
- Computer based tasks – Frequent
- Driving – Regular
- Lifting – Regular
- Standing/walking - Frequent

#### 5. KEY SELECTION CRITERIA

- 5.1 Eligible for an unrestricted practising certificate in Victoria as an employee of a law practice.
- 5.2 Demonstrated ability to provide sound legal advice and assistance in NSW Care and Protection Law and Family Law.
- 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, resilience, adaptable, creative/innovative, emotional Intelligence/empathy.

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

- 6.1 National Police Check
- 6.2 Working with children's check (Vic and NSW)
- 6.3 Current drivers licence

## **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.

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

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

**Date:**