



LAWYER

POSITION	
DESCRIPTION	

Service/Program:	Hume Riverina Community Legal Service (HRCLS)
Position Title:	Lawyer
Probation Period:	6 months from commencement
Position Base:	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.
Award:	Community Legal Centres Multi Business Agreement 2006-2009
Classification:	Social & Community Services Worker
Level:	Level 5 (depending on qualifications & experience)
Hours of Work:	Part Time – 30.4 hours p.w. Contracted hours are according to Employment Conditions form that may change as agreed from time to time.
Tenure:	Maternity Leave position – 12 Month Maximum Term Contract ending immediately before the return date of employee you are replacing.
Travel:	Travel local/regional on a regular basis maybe 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 (UMFC). 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 will be one of the HRCLS team who work to deliver free and confidential legal advice, information, casework and referrals for individuals who reside or work in North East Victoria or the Riverina of NSW, especially those experiencing financial disadvantage or otherwise disadvantaged in their access to justice.

Under the direction of the Senior Family Lawyer, the primary role of the Lawyer is to deliver services through Commonwealth funding received from Legal Aid NSW targeting those affected by family violence with family law, family violence and related legal problems. The Lawyer will continue to maintain partnerships with Women’s Centre & Women’s Domestic Violence Court Advocacy Scheme (WDVCAS) by attending locations

to provide legal advice, information, referrals and ongoing casework to priority clients (including attendance at the Albury Local Court and Federal Circuit Court as required). The Lawyer will also participate in a range of other HRCLS services including stakeholder engagement particularly with other key family violence service providers in NSW, community legal education and law reform policy work.

2. COMMUNICATION WITH OTHERS

Position supervised by:	Senior Family Lawyer
Supervises directly:	Nil
Communicates internally primarily with:	HRCLS staff, volunteers and students, other relevant staff within UMFC.
Communicates externally primarily with:	Clients, Local Legal Practitioners, Court Staff, Community Agencies and Peak bodies e.g. Community Legal Centres NSW (CLCNSW)

3. KEY RESPONSIBILITY AREAS (KRAS)

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

<p>KRA 3.1 Provide high quality legal advice, information, referrals and ongoing casework including representation at Court, targeting those who are affected by family violence and other priority clients as defined in the National Legal Assistance Partnership (NLAP) 2020-25.</p>
<p>KRA 3.2 Maintain partnerships with partner organisations (Women’s Centre & Women’s Domestic Violence Court Advocacy Scheme [WDCVAS]) by providing legal services at locations for clients affected by family violence.</p>
<p>KRA 3.3 Maintain and strengthen links with key individuals and service providers working with those affected by family violence throughout the NSW catchments by engaging and participating in relevant meetings, events and forums and providing secondary consultations to staff when required.</p>
<p>KRA 3.4 Engage in appropriate Law Reform and Community Legal Education activities as per requirements set out within Funding Agreements, Strategic Plan, Community Legal Service/Centre Program Plan (CLSP/CLCP) and workplan.</p>
<p>KRA 3.5 Work with the Senior Lawyer, Managing Principal Lawyer and Operations Manager to ensure that all reporting and funding requirements are met.</p>
<p>KRA 3.6 Provide 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>KRA 3.7 Proactively promote and support a culture of child safety and relevant cultural connection for all children including Aboriginal and Torres Strait Island children, those with disability and CALD.</p>
<p>KRA 3.8 Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty.</p>
<p>KRA 3.9 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>KRA 3.10 Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure.</p>
<p>KRA 3.11 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 – Occasional
- Lifting – Occasional
- Twisting/carrying - Regular

5. KEY SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE:

- 5.1 Eligible for a practising certificate in Victoria.
- 5.2 Experience in advice and casework in the areas of family and civil law (preferable, otherwise ability to quickly learn essential).
- 5.3 Demonstrated ability to work autonomously and to plan and respond to the complex needs of service users, analysing and prioritising work effectively to meet deadlines.

COMMUNICATION SKILLS:

- 5.4 Demonstrated capacity to work collaboratively as part of a team and support a cohesive team environment.
- 5.5 Highly developed verbal communication skills, including the ability to effectively communicate complex information to range of people, including other professionals and community members.
- 5.6 Ability to engage and empathise with complex, vulnerable and 'at risk' service users or those who have experienced trauma.
- 5.7 High level computer literacy – e.g. MS Office software, videoconferencing facilities, and social media platforms.

PERSONAL ATTRIBUTES:

- **Positive attitude and team values** – willingness to assist and participate in team events with a positive, happy, friendly 'can-do' attitude.
- **Excellent interpersonal skills** – ability to assess situations and environment and adapt communication style to fit situations.
- **Resilient and adaptable** – “adapt, improvise and overcome” the ability to 'mould' oneself and adapt to problems, additional last minute requirements should they arise.
- **Creative and innovative** – Be an innovative and creative problem solver.
- **Emotional Intelligence/empathy** – high level ability to manage oneself when faced with complex situations and stories of trauma from service providers and service users.

6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS

- 6.1 A satisfactory Police Check
- 6.2 A satisfactory Victorian & NSW Working with Children Check
- 6.3 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 around various legal issues and cross border issues
- Understanding and dealing with funding requirements and expectations

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) which may be in a single block or may be in smaller units.

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. This may include, but is not limited to:-
 - any changes in the status of my driver's license
 - my ability to meet any required professional registration
 - any compliance requirements such as the DWES where relevant), WWC check and police check.

Signed: _____

Date: _____