

## Lawyer, Youth Employment Project Position Description

<b>Job Title</b>	Lawyer, Youth Employment Project
<b>Purpose</b>	<p>WEstjustice aims to meet the legal need in Melbourne's West in a way that reduces systemic disadvantage. WEstjustice's Youth Law Program works with 'at risk' youth to improve life outcomes, while our Employment Law Program seeks to improve employment outcomes for vulnerable workers, including young workers.</p> <p>We do this by empowering young people and communities to understand and enforce their rights through the provision of tailored legal services, education, sector capacity building and advocacy for systemic reform.</p> <p>We have recently launched an exciting new initiative which combines the expertise of our Employment and Youth Teams, the Youth Employment Justice Program (YEP). The YEP team comprises of the Directors for Youth and Employment, a Senior Employment Lawyer and a Youth Lawyer.</p> <p>The Youth Employment Lawyer will provide legal advice, education and services to young people through our Youth Law Program, with a primary focus on employment and discrimination law and other relevant areas of law as appropriate and subject to capacity..</p> <p>The Youth Employment Lawyer also supports the delivering of our systemic impact work arising from the, YEP and the Youth and Employment Programs more broadly.</p>
<b>Report and supervision</b>	<p>Reports to: Employment Law Program Director Legal work supervised by:</p> <ul style="list-style-type: none"> <li>• The Senior Lawyer Casework, supported by the Employment Practice Manager for employment law work, and</li> <li>• Senior Youth Lawyer/s, supported by the relevant Principal Lawyer for other legal work.</li> </ul>
<b>Term and scope</b>	<p>This is a 1.5 year contract position - see <i>employment contract for more details</i>.</p> <p>You may be required to work at multiple sites during the course of your employment. Time in lieu by agreement and occasional work outside normal office hours may be required.</p>
<b>Key Responsibilities</b>	<p><b>Youth Employment Project Work – Primary</b></p> <p>Under the supervision of the Employment Senior Lawyer and Employment Practice Manager, the Youth Lawyer will deliver employment law legal and education services to young people in our youth law programs as part of our YEP.</p> <p>In delivering the YEP services the Employment Lawyer will:</p> <ul style="list-style-type: none"> <li>• Provide employment law legal services (legal information, advice and casework support) to vulnerable workers, primarily young workers, including:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Assist the the Employment team to support other WEstjustice lawyers to provide employment law services</li> <li>○ Work closely with volunteers, secondees and pro bono lawyers to deliver employment law legal services where required,</li> <li>○ Provide internal and external secondary consultation,</li> <li>○ Analyse casework trends and experiences to provide evidence to support broader advocacy work to assist young workers.</li> <li>○ Participate in mentoring and professional development opportunities where appropriate</li> <li>○ Develop strong referral pathways and cross-refer to other areas of WEstjustice or relevant service providers</li> <li>○ Undertake referrals to other services and briefing of barristers where required, and</li> </ul> <ul style="list-style-type: none"> <li>• Deliver community legal education and capacity building to young people, families and workers with young people</li> <li>• Participate in relevant networks and build stakeholder relationships with other service providers</li> <li>• Undertake data collection and reporting as required, and assist with the monitoring and evaluation of the YEP.</li> </ul> <p><b>Generalist Youth Work - secondary</b></p> <p>Subject to capacity and need you may also provide some assist the youth lawyers working across the various programs. These may include:</p> <ul style="list-style-type: none"> <li>• School Lawyer Program</li> <li>• Youth Law Clinics</li> <li>• School Myki Program</li> <li>• Other WEstjustice Legal Clinics, and</li> <li>• Other outreach legal services (as these are developed and implemented).</li> </ul> <p>Within these Programs, your responsibilities may include providing legal services, advice, court appearances and policy development.</p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Contribute to systemic impact, funding and other YEP work as appropriate and required</li> <li>• Attend regular staff meetings and to contribute to the broader work of WEstjustice, and</li> <li>• Other tasks and duties as directed.</li> </ul>
<b>Key Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Current practising certificate</li> <li>2. Sound knowledge and experience in the provision of high quality legal advice and casework in the areas of employment and discrimination law, family, criminal and/or other civil law.</li> <li>3. Demonstrated commitment to social justice, including the ability to engage with and assist vulnerable and disadvantaged people</li> <li>4. Be an innovative and practical problem solver suited to establishing delivering community legal services in a variety of contexts</li> <li>5. Strong administrative and organisational skills, and</li> <li>6. Excellent communication skills, both written (including legal research skills) and oral communication (including ability to prepare and deliver presentations, education and community development activities).</li> </ol>

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<b>Desirable skills and competencies</b>	<ol style="list-style-type: none"><li>1. Experience working with young people and families;</li><li>2. Strong understanding of the social context of the law and familiarity with legal and social issues faced by young people</li><li>3. Capacity to think and act strategically to achieve the aims of WEstjustice, our Programs and projects</li><li>4. Experience in the community sector, and in particular in the community legal sector</li><li>5. Assertiveness, confidence and ability to engage with a diverse range of stakeholders,</li><li>6. A demonstrated ability to work as part of a team, including working with students and volunteers, as well as working autonomously, and</li><li>7. Experience in contributing to project and/or policy work, and</li><li>8. Current Victoria Driver's Licence.</li></ol>
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