



## WESTERN COMMUNITY LEGAL CENTRE LTD

Senior Lawyer, Mortgage Stress Victoria

### Position Description

Job Title	Senior Lawyer, Mortgage Stress Victoria
<b>General</b>	
<b>WEstjustice Vision</b>	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
<b>WEstjustice Purpose</b>	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
<b>Mortgage Stress Victoria Purpose</b>	To provide effective, multi-disciplinary help to Victorians in mortgage stress and contribute to stopping the systemic drivers and impacts of mortgage stress.
<b>Reports to</b>	Legal Director, Mortgage Stress Victoria
<b>Term</b>	12 months (extension TBC once subsidiary organisation established)
<b>Scope</b>	You will be assigned to Mortgage Stress Victoria, an integrated legal, financial and health wellbeing program assisting people experiencing mortgage stress and financial hardship across Victoria.
<b>Key Responsibilities/Expectations</b>	
	<ul style="list-style-type: none"><li>• Provide legal advice and casework services to clients experiencing mortgage stress across a range of areas of law and in more complex matters, including mortgage and consumer credit, debt, consumer law, general insurance, motor vehicle accidents, fines, family violence and economic abuse, family law, VOCAT, criminal law, property law, and employment law (under general supervision).</li><li>• Undertake rostered shifts on Mortgage Stress Victoria client advice, information and triage phone line (under general supervision).</li><li>• Provide casework supervision and feedback for junior staff and fill in Nominated Person duties, when required.</li><li>• Undertake computer operations including use of client management and telephony cloud-based software.</li><li>• Establish and maintain client referral pathways with key industry, government and community contacts.</li><li>• Contribute to involvement in external stakeholder relationships, networks and steering committees.</li><li>• Ensure compliance with WEstjustice's and Mortgage Stress Victoria's policies, risk management processes and best practice guidelines.</li><li>• Contribute to team processes and systems to ensure we are running an effective integrated legal, financial counselling and social work practice.</li><li>• Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other groups experiencing systemic marginalisation.</li><li>• Co-ordinate and supervise the work of pro bono lawyers, volunteers or students, where required/appropriate.</li><li>• Lead community legal education sessions to particular client and community groups, and professional development training to referral organisations.</li><li>• Lead and contribute to policy/systemic impact work as directed, including maintaining statistics, project reporting requirements, and drafting</li></ul>

	<p>submissions.</p> <ul style="list-style-type: none"> <li>• Contribute to broader monitoring and evaluation work where appropriate.</li> <li>• Provide assistance on grant applications including research, collection of data and drafting, where appropriate.</li> <li>• Contribute to the implementation of WEstjustice's and Mortgage Stress Victoria's Strategy and Impact Areas.</li> <li>• Other relevant work as directed.</li> </ul>
Qualifications & Skills	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. A degree in law, admission to practice and an unrestricted practicing certificate or equivalent PQE.</li> <li>2. Ability to listen to, engage with, and provide holistic legal assistance to clients experiencing vulnerability or disadvantage.</li> <li>3. Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the social context of law and the issues faced by communities experiencing vulnerability.</li> <li>4. Demonstrated legal practice experience in mortgages and consumer credit, debt, consumer law, general insurance, fines, family violence and economic abuse, including managing all aspects of casework and case management to a very high standard.</li> <li>5. Demonstrated legal advocacy experience, including developing and co-ordinating highly effective systemic impact work and strategic policy submissions.</li> <li>6. Demonstrated ability to think and act strategically and with high integrity to meet the needs of clients experiencing vulnerability or disadvantage.</li> <li>7. Demonstrated ability to work effectively with a range of internal and external stakeholders.</li> <li>8. Ability to work autonomously, under the general direction of senior employees, including highly developed organisational and administration skills.</li> <li>9. Ability to adapt to change, working in a fast-paced, start-up environment.</li> <li>10. Ability to supervise the work of junior staff, pro bono lawyers, volunteers and students.</li> <li>11. Community legal education experience (training or teaching) including the ability to prepare and deliver high quality, effective presentations.</li> <li>12. Excellent communication skills, including the ability to communicate complex information in a practical, accurate and understandable manner to potentially challenging clients in stressful and emotionally charged situations.</li> <li>13. Understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated project management skills and experience, including evidence of being able to manage a project end-to-end.</li> <li>2. Sound understanding of monitoring and evaluation methodologies.</li> <li>3. Hold a valid Victorian Driver Licence.</li> </ol>

*Last Reviewed: February 2022*  
*Next Review: February 2023*