

Job Title	Lawyer
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against people or make them vulnerable, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Legal Director, Economic Justice (oversees program) Program Manager – Financial Safety
Term	See Contract
Scope	You will be assigned to the Economic Justice Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.
Key Responsibilities/Expectations	
	<ul style="list-style-type: none"> • Undertake casework for clients in a generalist or specialist area of law, under supervision • Compliance with WEstjustice's policies, risk management processes and best practice guidelines • Contribute to team processes and systems to ensure we are running an effective legal practice • Contribute to internal WEstjustice working groups and external networks and steering committees • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalized groups • Student or volunteer supervision where appropriate • Contribute to policy/systemic impact work as directed (which may include maintaining statistics and project reporting requirements) • Contribute to broader monitoring and evaluation work where appropriate • Contribute to the implementation of the WEstjustice Strategy 2020-2023 and the Impact Areas 2020-2023 • Other relevant work as directed
Qualifications & Skills	
Key Selection Criteria	Mandatory <ol style="list-style-type: none"> 1. A degree in law, and eligibility for admission to practice. 2. Ability to listen to, engage with, and provide holistic legal assistance to marginalized or disadvantaged clients. 3. Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities and the ability to contribute to WEstjustice's systemic impact work. 4. Demonstrated ability to work effectively with a range of internal and external stakeholders. 5. Ability to work under the direction of senior employees. 6. Ability to supervise the work of volunteers and students. 7. Ability to undertake community legal education work under direction.

	<p>8. Excellent written and oral communication skills.</p> <p>9. Understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</p>
Other relevant information	<ul style="list-style-type: none"> • The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010 with a probationary period of three months. • To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). • You will be required to apply for and hold a current Working With Children Check. • You will be required to undergo pre-employment checks • Your primary work location will be the WEstJustice Werribee Branch but may be required to work from the Footscray or Sunshine Branches, or other locations as directed from time to time. • WEstjustice is committed to providing a working environment without risk to the health of employees under the Occupational Health and Safety Act 2004 (Vic). • WEstjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. <i>WEstjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at https://www.westjustice.org.au/about-us.</i>

*Last Reviewed: May 2020
Next Review: May 2021*