

# WEstjustice

<b>Job Title</b>	<b>Lawyer, Family Violence and Family Law Program</b>
<b>General</b>	
<b>Vision</b>	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
<b>Purpose</b>	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
<b>Reports to</b>	Program Manager
<b>Term</b>	See Contract
<b>Scope</b>	You will be assigned to the Family Violence & Family Law Program for general supervision and support but may be provided with the opportunity to work with team members from other programs based on service requirements, and with the approval of the Director.
<b>Key Responsibilities</b>	
	<ol style="list-style-type: none"> <li>1. Provide high quality legal services under supervision of the Program Manager and/or a Senior Lawyer, including legal information, advice, casework and Court representation for clients in family violence, family law, associated criminal matters related to family violence (where the client has been misidentified as the perpetrator) and/or child protection through our duty lawyer service, client appointments and relevant outreach services.</li> <li>2. Legal advice, negotiations and representation of clients in the family violence intervention proceedings Sunshine Magistrates Court and/or Werribee Magistrates Court.</li> <li>3. Maintain a supervised caseload of routine client files in all areas of the Program's legal practice, subject to skill, experience and our Program Guidelines.</li> <li>4. Assist and support the Program Managers and Senior Lawyers with delivering legal services and projects, including maintaining Program data, contributing to reporting and system improvements.</li> <li>5. Co-ordinate and deliver community legal education, information and outreach services.</li> <li>6. Supervise volunteers or students where appropriate</li> <li>7. Actively contribute to policy/systemic advocacy work, including law reform or policy submissions.</li> <li>8. Represent the Program at external networks, working groups and steering committees (as requested).</li> <li>9. Comply with all relevant laws and standards, including WEstjustice's policies, procedures, risk management processes and best practice guidelines.</li> <li>10. Contribute to Program processes and systems, monitoring and evaluation, and internal working groups, to ensure we are running an effective legal practice.</li> <li>11. Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups.</li> <li>12. Contribute to broader project work and monitoring and evaluation when</li> </ol>

	<p>requested</p> <p>13. Other relevant work as directed</p>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Ability to listen to, engage with, and provide holistic legal assistance to vulnerable or disadvantaged clients.</li> <li>2. Strong commitment to social justice, community education and engagement, including a strong understanding of the social context of law and the issues faced by communities experiencing vulnerability and/or disadvantage.</li> <li>3. Ability to think and act strategically and with high integrity to meet clients' needs</li> <li>4. Ability to work effectively with a range of internal and external stakeholders.</li> <li>5. Ability to work autonomously and make sound judgements under the supervision and direction of senior employees.</li> <li>6. Ability to deliver community legal education work under direction.</li> <li>7. Excellent written and oral communication skills and highly developed organisational and administration skills.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>8. At least one year post admission experience as a lawyer.</li> <li>9. Legal practice experience or knowledge of in family violence, family law and/or child protection.</li> <li>10. Prior experience as a family violence duty lawyer.</li> <li>11. Experience contributing to systemic impact work, such as drafting policy or law reform submissions.</li> </ol>
<b>Mandatory qualifications</b>	Currently hold, or eligible to hold, a Practising Certificate which entitles you to practise law in Victoria.
<b>Other relevant information</b>	<p>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.</p> <p>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).</p> <p>You will be required to undergo a National Police Check and apply for and hold a current Working With Children Check.</p> <p>Your primary work location will be the WEstJustice Footscray Branch but may be required to work from the Werribee or Sunshine Branches, or other locations as directed from time to time.</p> <p>You will have regular rostered court commitments at the Magistrates Court in Sunshine and/or Werribee. You may also attend to client appointments at our outreach services in the Western suburbs.</p> <p>You will be required to travel independently to, and work from, other regional and metropolitan locations, including at partner agencies, outreach services, courts, and tribunals, as required for service delivery from time to time.</p> <p>WEstjustice is committed to providing a working environment without risk to the health of employees under the <i>Occupational Health and Safety Act 2004</i> (Vic). The successful candidate will need to provide proof that they have been vaccinated against COVID-19 or have an exemption. Acceptable</p>

	<p>evidence includes:</p> <ul style="list-style-type: none"><li>• COVID-19 digital certificate (available via your myGov account);</li><li>• Your immunisation history statement (available via your myGov account); or</li><li>• A letter from the GP who vaccinated you or provided your exemption.</li></ul> <p>WEstjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. 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 <a href="https://www.westjustice.org.au/about-us">https://www.westjustice.org.au/about-us</a>.</p>
--	---

*Last Reviewed: Oct 2022*