

WEstjustice

Job Title	Community Lawyer (full time; 38 hours per week)
General	
Purpose	To provide community lawyer services including family violence duty lawyer services, legal advice and casework services to vulnerable and disadvantaged clients in the Western Suburbs in accordance with the strategy and aims of WEstjustice.
Reports to	Principal Lawyer
Scope	<p>You will be a community lawyer working in the Family Law and Family Violence team and also within the generalist legal practice. Your duties may include any of the following (and some of these duties will be on a rostered basis):</p> <ul style="list-style-type: none"> • Participation in internal family law and family violence clinics at our Footscray and Werribee offices including supervision of an after-hours family law clinic at the Laverton Community Hub, staffed by volunteer lawyers and paralegals on a fortnightly or monthly basis • Participation in external service provision including family violence duty lawyer service at Sunshine or Werribee Magistrates Court and legal advice during legally assisted family dispute resolutions in Sunshine • Other WEstjustice Legal Clinics (which may not have a family law/family violence focus) by agreement between the lawyer and the principal lawyer <p>Within these programs, your responsibilities may include providing legal services, advice, casework and court appearances. 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>
Responsibilities	
General	<p>The lawyer will be responsible for meeting the following objectives:</p> <ul style="list-style-type: none"> • The delivery of legal services, through advice and casework focused on assisting vulnerable and disadvantaged clients in the western suburbs. • Other relevant work as directed. <p>In addition, all staff are expected to attend regular team meetings, all staff meetings and to contribute to the broader work of the legal center.</p>
Legal programs	<p>The lawyer will be responsible for meeting the following objectives:</p> <ul style="list-style-type: none"> • Addressing legal issues and services through: <ul style="list-style-type: none"> ○ Legal advice, casework and referral. ○ Community legal education <p>The lawyer is required to participate in the following:</p> <ul style="list-style-type: none"> • Relevant internal team meetings as well as external network meetings. • Relevant internal and/or external training.

Qualifications & Skills	
Required skills and competencies	<ul style="list-style-type: none"> • To be admitted to practice as a Barrister and Solicitor of the Supreme Court of Victoria and to hold (or be eligible to hold) a current practicing certificate under the Legal Profession Uniform Law; • Demonstrated experience in casework areas of family law and family violence; • Understand the needs of vulnerable and marginalised women; • Demonstrated capacity to provide advice and casework services to clients on low income or experiencing other forms of social disadvantage; • Ability to network and communicate effectively with other workers and organizations, and to communicate the services and priorities of the organization at local networks and meetings; • Ability to work unsupervised, meet deadlines and initiate own work which is consistent with the philosophy of the organisation; • Ability to work as part of a team, collaborate effectively with staff and workers from other agencies; • Ability to communicate effectively with a range of stakeholders; • Excellent interpersonal skills and ability to work in a team environment; • Good organizational, public speaking and time management skills; • Awareness of the impact to yourself of working in this space and good self care skills; and • High level of computer literacy.
Desirable skills and competencies	<ul style="list-style-type: none"> • Experience as a family violence duty lawyer • Experience in working with vulnerable and disadvantaged women; • Experience in another relevant civil community law practice area; • Ability to empathise with disadvantaged and culturally diverse clients; • Ability to deliver community education activities and assist with community development; • Knowledge of and ability to use new information technologies; • Experience of working in a social justice context; • Maturity to work autonomously within interdisciplinary programs and be mindful of the range of potential conflicts of interest which might arise; • Experience in the community sector, particularly in community legal centers; • Experience working with community agencies; • Experience supervising student volunteers and legal volunteers; and • Current Victorian Drivers' License.

Approved on: 4 December 2018