



WESTERN COMMUNITY LEGAL CENTRE LTD

Westjustice Lawyer Position Description

Program alignment:

Citizenship in the West Project Lawyer, Children and Young People’s Rights Program and Economic and Housing Rights Program Position Description

Job Title	Lawyer, Children and Young People’s Rights Program/Economic and Housing Rights Program
General	
Vision	Fairness, safety and justice for Melbourne’s West.
Purpose	We deliver targeted services and drive meaningful change.
Reports to	Program Manager, Children and Young People’s Rights Program (direct line manager)
	Part time (0.8FTE) or Full-time
Classification	5
Term	[Specify per funding] 18 months
Scope	You will be assigned to the Children and Young People's rights for general supervision and support but may be provided the opportunity to work across other programs and projects based on service requirements
Key Responsibilities/Expectations	
	<ul style="list-style-type: none"> • Undertake routine and complex casework and advocacy for youth clients (25 and under) in targeted areas of civil and criminal law under supervision. • Maintain and develop relationships with program stakeholders, partners and services and various Youth Law Program (YLP) partners and collaborators. • Undertake routine and complex casework and advocacy for youth clients (25 and under) in targeted areas of civil and criminal law under supervision. • Keep up to date with relevant legal developments and procedures by attending VLA’s professional legal education program and maintain an understanding of issues impacting the justice system. • Participate in specialist legal clinics, including off-site/outreach clinics with multiple legal and non-legal partners e.g. school lawyer, residential care homes & youth clinics as directed. • Contribute to developing and delivering Community Legal Education sessions. • 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 as required and related to your role. • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups. • Student or volunteer supervision where appropriate.

	<ul style="list-style-type: none"> • Contribute to policy/systemic advocacy 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 2024-2027 and the Impact Areas 2024-2027. • Other relevant work as directed.
Program specific information	<p>You will be assigned, as a Westjustice Lawyer, to be a part of the Citizenship in the West Project collaboration with Victoria Legal Aid through the Victorian Legal Services Board. Based in the Children and Young People’s Rights Program (CYPRP), assisting with citizenship applications from clients across both the Settlement Justice Project within the Economic and Housing Rights Program as well as the CYPRP and support the ongoing success of the project. The successful candidate will also undertake other CYPRP outreach, casework and advice responsibilities as required.</p>
Program specific responsibilities/expectations	<ul style="list-style-type: none"> • Provide legal advice and assist clients to make applications for citizenship through a clinic model. • Maintain and develop relationships with VLA’s Migration team, child and youth service partners, school partners and settlement services as part of this project and the CYPRP more broadly. • Develop key YLP/EJP stakeholder relationships as directed or related to your role.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none"> 1. A degree in law, and eligible for admission to practice. 2. Demonstrated legal practice experience in migration law or other civil and/or criminal law, including managing key aspects of casework, client management and written and oral advocacy. 3. Ability to listen to, engage with, and provide holistic legal assistance to youth clients experiencing or who have experienced disadvantage, trauma, marginalisation or other vulnerabilities. 4. 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. 5. Demonstrated ability to work effectively with a range of internal and external stakeholders. 6. Ability to work under the direction of senior employees, including highly developed organisational and administration skills. 7. Ability to supervise the work of volunteers and students. 8. Ability to develop and deliver community legal education work under direction. 9. Excellent written and oral communication skills. 10. Ability to travel to outreach clinics across the West, regularly attend youth office in Sunshine and other Westjustice offices as required and attend courts in CBD and regional areas. 11. Understanding of and commitment to Westjustice’s Vision, Purpose, Strategic Plan and Impact Areas.

Westjustice

	<p>12. Eligible for or current Working with Children Check.</p> <p>Other:</p> <ul style="list-style-type: none">• Due to the role involving travel to offside locations, it is preferred that the applicant has access to their own vehicle
--	---

*Last Reviewed: November 2024
Next Review: November 2025*