

<b>Job Title</b>	Consumer Lawyer – Refugee and Asylum Seeker Clinic Full time fixed term contract for 12 months from date of commencement
<b>Purpose</b>	To provide legal services including advice, negotiation and representation to eligible clients, in accordance with the strategy and aims of WEstjustice.
<b>Reports to</b>	Principal Lawyer
<b>Scope</b>	<p>The lawyer will join a team of lawyers undertaking civil work between the WEstjustice offices. The role will be based predominately at the Werribee office, but may involve attending other locations.</p> <p>The Refugee and Asylum Seeker Consumer Clinic aims at supporting clients in the early stages of settlement, that are in dispute with banks, financial services, telecommunications and goods and services providers.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Delivery of legal services to eligible consumers from culturally and linguistically diverse communities, or other vulnerable groups;</li><li>• Undertaking casework in accordance with internal guidelines (including negotiating on behalf of clients with disputes over telecommunications, consumer leases, consumer credit, faulty goods or similar);</li><li>• Contributing to policy development, including legal research, submissions, stakeholder engagement and preparation of case studies;</li><li>• Contributing to community legal education upon request;</li><li>• Other related work as directed.</li></ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"><li>• Be eligible to practice as a lawyer in the State of Victoria;</li><li>• Well developed ability to communicate complex legal information simply and effectively, both in written form and via presentation to a culturally and linguistically diverse client base;</li><li>• Demonstrated ability to work both independently and as part of a team;</li><li>• Demonstrated ability to meet deadlines and initiate own work which is consistent with the philosophy of the organization;</li><li>• Ability to communicate effectively with a range of stakeholders and different parties;</li><li>• Have knowledge of consumer law, or the ability to acquire the knowledge quickly;</li><li>• Flexibility and a can do attitude to changing work requirements.</li></ul>

**Desirable skills and competencies**

- Prior experience of legal practice in a community legal center or legal aid context;
- Knowledge of common community civil law;
- Prior experience delivering consumer legal advice and/or conducting casework files;
- Demonstrated capacity to work/empathise with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds;
- Legal research for policy development and/or complex casework;
- Prior Court and/or Tribunal advocacy experience;
- Prior experience in supervising and working with volunteers.

*19 July 2019*