



WESTERN COMMUNITY LEGAL CENTRE LTD

Casework Lawyer, International Student Accommodation Legal Service : Position Description

Job Title	Casework Lawyer, International Student Accommodation Legal Service Part time fixed term contract for 12 months from date of commencement
Purpose	To deliver casework services in the area of housing and accommodation law through an auspiced service based at Study Melbourne Student Centre, including advice, negotiation, and representation.
Reports to	<ul style="list-style-type: none">• Senior Lawyer (for direct supervision, logistics of service delivery of program)• Principal Lawyer
Scope	The lawyer will join an existing tenancy legal practice as part of a one-year project in conjunction with Study Melbourne, an initiative of the Victorian Government Department of Jobs, Precincts and Regions which will undertake work in the area of international students' housing and accommodation rights. The lawyer will be based between Study Melbourne's CBD based student centre and WEstjustice's Werribee and Footscray offices. They will also be required to work at VCAT for attendances in the CBD and Sunshine as the need arises.
Key Responsibilities	<ul style="list-style-type: none">• Delivery of housing and accommodation legal services for international students including conducting tenancy advice clinics at Study Melbourne Student Centre (and at other branches as directed), and performing casework in accordance with internal guidelines (including negotiating with landlords and real estate agents on behalf of clients, and appearances at VCAT);• Secondary consultations with non-legal student support workers in the state of Victoria providing general legal information and advice;• Contributing to policy development, including preparation of case studies;• Other related work as directed.
Key Selection Criteria	<ul style="list-style-type: none">• Be eligible to practice as a lawyer in the State of Victoria;• 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;• Demonstrated ability to work as part of a small team;• Ability to quickly gain knowledge and competency in a new and sometimes complex area of law in order to provide legal advice;

	<ul style="list-style-type: none"> • Ability to manage external stakeholder relationships independently while also proactively and responsively communicating with Senior Lawyer and Principal.
<p>Desirable skills and competencies</p>	<ul style="list-style-type: none"> • Prior experience of legal practice in a community legal center or legal aid context; • Prior experience delivering tenancy legal advice and/or conducting casework files; • Prior experience in VCAT representation; • Demonstrated capacity to work with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds; • Prior experience in delivering legal or other services in an outreach or clinic context.

16 July 2019