

## POSITION DESCRIPTION: Family Lawyer (full-time)

<b>Job title</b>	Family Lawyer (12 month contract)
<b>Purpose</b>	To assist family violence survivors with family law matters arising out of family violence.
<b>Scope</b>	<p>The Family Lawyer provides legal advice and casework assistance to clients with family law matters arising out of family violence. This includes in the areas of parenting, divorce, and property settlements, in accordance with the Service casework guidelines. The role may include litigation, including FDR, depending on capacity. This is a new role, and there is scope to develop the role to fit the interests and experience of the successful candidate.</p> <p>The Family Lawyer will be expected to work closely with our Family Violence Lawyer to assist affected family members in the family violence duty lawyer list at Moorabbin Justice Centre.</p> <p>The Family Lawyer's role will include an element of training of community workers and/or St Kilda Legal volunteers on family law, and working collaboratively with other St Kilda Legal staff on the drafting of law reform submissions.</p> <p>Finally, depending on experience, the Family Lawyer may assist with supervision of volunteer law students, and/or volunteer lawyers (possibly at night service) in collaboration with the Principal Lawyer.</p>
<b>Contract term</b>	12 months – five days/week, 7.6 hours/day
<b>Reports to</b>	Executive Officer & Principal Lawyer
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>Providing family law advice and conducting casework (including appearances as required) in accordance with the casework guidelines. This will include drafting of correspondence and court</li> </ul>

	<p>documents, court appearances, Legal Aid applications, and appearance at Family Dispute Resolution conferences.</p> <ul style="list-style-type: none"> <li>• Developing and delivering community legal education sessions to client and worker groups, in collaboration with the Community Legal Education (CLE) and Law Reform Lawyer.</li> <li>• Working collaboratively with other SKLS staff, in particular the CLE and Law Reform Lawyer, on law reform, policy and community development activities.</li> <li>• Liaising with other SKLS staff, including the Family Violence Lawyer and Principal Lawyer, with respect to cross referrals of clients and collaborative casework.</li> <li>• File administration, including conduct of regular file reviews.</li> <li>• Supervision of volunteer students and lawyers, in collaboration with the Principal Lawyer, as directed.</li> <li>• Drafting reports on casework activity to the SKLS board, funders and other entities as directed (including collating and analysing statistics).</li> <li>• Coverage of other legal clinics as directed and when required.</li> <li>• Other duties as directed by the Principal Lawyer.</li> </ul> <p><i>There is scope to develop the role to fit the interests and experience of the successful candidate.</i></p> <p><i>Flexible work arrangements are available. Contract term may be able to be extended, contingent on funding availability.</i></p>
<b>General duties</b>	<ul style="list-style-type: none"> <li>• Work cooperatively with all staff members to advance the organisation and strengthen the service delivery model.</li> <li>• Participate effectively in organisational strategic planning initiatives, policy &amp; procedure development, and projects to advance St Kilda Legal.</li> <li>• Develop and strengthen networks, engage the support and involvement of a range of individuals and organisations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adhere to all SKLS policies and procedures.</li> <li>• Participate in meetings (internal and external) as required.</li> </ul>
<b>Key Selection Criteria – Mandatory Skills and Experience</b>	<ol style="list-style-type: none"> <li>1. Current legal practising certificate and at least 2 years post admission experience with at least 1 year of experience practising in family law.</li> <li>2. Proven experience independently conducting family law casework, and having carriage of litigious matters in the Federal Circuit Court and/or Family Court of Australia, from commencement to conclusion.</li> <li>3. Proven experience in balancing a high volume caseload coupled with strong administrative and organisational skills.</li> <li>4. Experience working with vulnerable clients including family violence survivors, those from a culturally and linguistically diverse background, suffering from mental illness, substance abuse issues, and/or people experiencing or at risk of homeless.</li> <li>5. Well-developed ability to communicate complex legal information simply and effectively, both in written form and via presentation to clients with limited literacy, and/or who are experiencing trauma.</li> <li>6. Demonstrated ability to work in a team and independently.</li> </ol>
<b>Key Selection Criteria – Desirable Skills and Experience</b>	<ol style="list-style-type: none"> <li>1. A good understanding of the social and legal issues affecting family violence survivors and caused by relationship breakdown.</li> <li>2. Demonstrated commitment to social justice.</li> <li>3. A commitment to taking a multi-disciplinary approach to legal casework and working in a community development framework.</li> <li>4. Prior experience of legal practice in a community legal centre or legal aid context.</li> <li>5. An understanding of vicarious trauma principles.</li> </ol>
<b>Salary</b>	<p><i>Social Community Home Care &amp; Disability Services (SCHCADS) Award 2010</i> Level 5. Salary packaging of \$15,900 available, bonus leave Christmas to New Year's Day (inclusive), 17.5% annual leave loading and 9.5% superannuation.</p>