**Brief description**: Youth Legal Service Incorporated (YLS) is seeking a passionate and motivated solicitor to join our small team of dedicated professionals. YLS staff share a commitment to social justice, respect diversity and value the strengths and abilities of the communities with which we work. We value collaboration, flexibility, integrity, respect and initiative. We are seeking a permanent full-time (38 hours per week) solicitor to work out of our office in East Perth who has at least two years post-admission experience and hold a current Practice Certificate. As a generalist legal centre specifically for youth (under 25’s), legal advice and casework will be required across a broad range of practice areas as well as telephone advice.

**Solicitor – Youth Legal Service**

Youth Legal Service Incorporated (YLS) is seeking a passionate and motivated solicitor to join a team of dedicated professionals. YLS staff share a commitment to social justice, we respect diversity and we value the strengths and abilities of our communities with whom we work. We value collaboration, flexibility, integrity, respect and initiative. We are seeking a full time solicitor to work out of our office in East Perth, who will be engaged under a 1 year contract, with the possibility of extension based on organisational needs. We are seeking a solicitor with at least 2 years post admission experience. As a generalist legal centre legal advice and casework will be required across a broad range of practice areas as well as telephone advice for youth under 25 years.

Key responsibilities: All aspects of legal service delivery including representation, advocacy, referrals, casework and advice. Be able to manage your file load autonomously under the direction of the Principal Solicitor as well as working collaboratively with the Director to build and maintain relationships with other legal and non-legal service providers, participation in community legal education programs and continuous improvement activities such as feedback and focus sessions with our target group of youth under 25 years.

People from an Aboriginal and Torres Strait Islander background are encouraged to apply. The remuneration will depend on experience with an estimated range of $65,000 to $80,000 + superannuation and salary packaging is available with the benefits of being a registered charity.

The position description and selection criteria are attached. Only applications addressing the selection criteria and including a resume with the names of 2 referees will be accepted. Selection criteria should be no longer than 2 pages. For enquiries about the position contact the Director, Dee McCulloch on 08 9202 1688 or [director@youthlegalserviceinc.com.au](mailto:director@youthlegalserviceinc.com.au) .

Applications should be addressed to Dee, and emailed to [director@youthlegalserviceinc.com.au](mailto:director@youthlegalserviceinc.com.au)

Please apply by 15th June 2019.

**Position Description**: Solicitor

**Position Status**: Full time 38 per week – 1 year employment contract, with the opportunity to extend depending organisational needs. No overtime will be paid however time in lieu can be authorised by the Director. Your practicing certificate and professional development activities will be paid for by YLS

**Position Reports to**: Principal Solicitor for legal matters and the Director for operational matters

**Primary Responsibilities**: Provide free legal advice, casework and community legal education services and to ensure the wellbeing of our Clients and a holistic service is delivered

**Role and Context of Position**: YLS provides access to justice through the provision of legal services, including community legal education, particularly for people who are disadvantaged by their social and economic circumstances and are under the age of 25 years. This position is based in East Perth.

**Level of Responsibility**: Solicitors will be supervised at a level appropriate to their experience. Solicitors undertake a period of orientation at the commencement of their employment depending on their level of experience, as considered appropriate by the Principal Solicitor. After the orientation period, all solicitors undertake a broad range of legal work independently but with supervision appropriate to their level of experience.

**Legal work include**s:

* Providing legal advice by telephone, in person or at occasional clinics;
* Representing clients at court;
* Assisting clients with forms letters and submissions to courts and other organisations;
* Having carriage of client files in a range of legal matters of varying complexity depending on the solicitor’s experience;
* Preparing for and conducting community legal education and attending community development and continuous improvement events;
* Undertaking law reform work and projects

**Organisation Expectations**

1. Governance and Accountability. All employees will:

* Adhere to YLS Constitution, objectives, code of conduct, policies and procedures including state and federal legislation, funding body service agreements, the National Association of Community Legal Centre’s Risk Management Guide and industry standards;
* Document work in line with required standards;
* Ensure the complete and accurate collection of client data and entry onto CLASS client database;
* Perform all reasonable duties requested by the Principal Solicitor or Director;
* Attend and actively participate in any internal and external training, meetings or auditing processes as requested
* Be dedicated to a youth friendly and safe environment which is committed to positive outcomes, collaborative referral processes and where appropriate extended care

2. Teamwork, all employees will:

* Attend staff and casework meetings when required and contribute to continuous improvement, engagement of clients and community;
* Contribute to YLS execution of, the Strategic Plan and the objectives of the Association, as relevant to own work as well as any invitations to contribute further to the development of the Association via positive innovative ideas and suggestions;
* Contribute to a positive and cooperative work environment in accordance with the YLS Code of Conduct;
* Follow through on commitments

3. Development of all employees will

* Participate in required training and ongoing professional education
* Actively seek opportunities to improve their skills which will contribute to the wellbeing and outcomes of our Clients

4. Workplace Health & Safety:

* All employees will understand the WH&S Policy, and how they can participate and support the implementation of the WH&S Policy.

**Position Expectations**

Legal Advice and Casework - solicitors will:

* Provide high quality legal advice, as well as holistic assistance and referrals for clients;
* Undertake legal casework in accordance with YLS casework policy, or as directed by the Principal Solicitor;
* Conduct litigation;
* Brief counsel and pro bono solicitors as required;
* Undertake own clerical duties including all administrative processes, word processing and photocopying of all documentation and correspondence as only minimal assistance can be provided for these functions
* Community Legal Education, community and networking liaison and engagement which may include the occasional out of usual hours events

**Selection Criteria please address these in your application.**

These are tasks/education/experience specific requirements, which the candidate must have in order to carry out the position:

1. Demonstrated understanding and commitment to the philosophy of community legal centres, the promotion of human rights, social justice and meeting the legal needs of socially and economically disadvantaged people and groups.

2. Hold, or be eligible for, an unrestricted practising certificate in Western Australia and enhance all requirements to maintain this are upheld

3. Provide a police clearance certificate and working with children and vulnerable persons check

4. At least 2 years’ post admission experience at least two or more of the following areas of law: children’s court matters, criminal matters including traffic offenses, leaving home issues, criminal injury claims and violence and misconduct restraining orders, appealing criminal convictions. A youth focus is particularly important for this position as well as an understanding and passion for the rights of children and to create a safe and friendly environment for them

5. Ability to identify and understand both legal and non-legal issues facing socially and economically disadvantaged members of the community

6. Demonstrated ability to undertake casework and community legal education

7. Demonstrated ability to take initiative, accept responsibility, and work as part of a team

8. Demonstrated ability to communicate and negotiate effectively with youth, parents and other parties, government and community and social service organisations

9. Excellent oral and written communication skills

10. Demonstrated time management skills with an ability to exercise initiative prioritise work and meet deadlines

11. Completion of Aboriginal and Torres Strait Islander specific cultural safety, as well as training in referrals and holistic client management training or be willing to undertake such training

12. High level of computer literacy