



# WHEATBELT

- COMMUNITY LEGAL CENTRE -

**Position Title:** Tenant Advocate or Solicitor

**Salary Range:** Tenant Advocate Level 3 or 4 \$60,309 – \$74,516\*

Restricted Practitioner Level 4 \$68,748 - \$74,516\*

Unrestricted practitioner with tenancy law experience from \$78,989\*

*Salary depend on qualifications, skills and experience. The role would suit a paralegal tenant advocate or law graduate, restricted practitioner or junior lawyer.*

\*The Social Community Home Care Disability Services Industry Award is the relevant award.

**Position Status:** Fixed term to 30/06/2020 with the possibility of extension subject to funding.

**Hours:** Monday – Thursday 30 hours per week, with potential to expand to full-time subject to funding.

**Position reports to:** Principal Solicitor/ Manager

## About Us

Wheatbelt Community Legal Centre (WCLC) is a not-for-profit legal service, headquartered in Northam, that provides legal assistance and advocacy services to people in the Wheatbelt Community who are experiencing disadvantage and/or substantial socio-economic need.

WCLC is presently funded by Legal aid WA, the Commonwealth A-G's office as well as the Department of Mines, Industry Regulation & Safety (DMIRS).

## The Position

Housing security underpins the health and social well-being of each and every member of the community. The scope of the position is to assist people to initiate, maintain and/or end tenancy agreements and advocate on their behalf in accordance with the social justice principals of reasonableness, amicability, equity and fairness.

### Advocacy:

- Provide telephone, face-to-face and online advice to private and social housing tenants in the Wheatbelt.



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- Provide referrals to appropriate health/community adjunct services with a view to whole-of-client service synergism
- Work with manager/principal solicitor to ensure high quality of advice is provided in accordance with current law, WCLC policies and procedures
- When required, provide casework services to tenants, including advocacy and representation in the Magistrates Court.
- Provide support to health and community service workers in tenancy related matters,
- Conduct weekly outreach to various towns within the Wheatbelt.

### **Community Legal Education**

- Contribute to the development and promotion of community legal education initiatives;
- Develop and maintain social media and marketing of education programs, seminars and ensure the dissemination of information to the online community;
- Facilitate and present community legal education from a tenancy perspective.

### **Administration and reporting**

- Assist with the preparation of internal and external reports
- Maintain client files, records and client databases
- Assist with tasks shared by all staff
- Assist with the training of new staff and volunteers

### **Primary (essential) selection criteria**

1. Well-developed written and verbal communication skills
2. A competent working knowledge of Microsoft office including outlook and Word
3. A demonstrated commitment to the principles of social justice and human agency
4. A demonstrated capacity to work with legal concepts in reference to statute law
5. A demonstrated ability to meet deadlines and to produce quality outcomes
6. A completion of or acceptable progress towards (Bachelor) qualification in law, legal studies, justice studies, psychology, behavioural science, social work, human services, welfare studies and/or business studies
7. A clear and current National Police Clearance, Working with Children check and current WA drivers licence

### **Secondary Selection criteria**

8. Demonstrated experience in advocacy, mediation and negotiation
9. Experience working in a community legal centre or community-based agency
10. Sound knowledge of the Residential Tenancies Act and/or housing programs and policies



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### Further information

Please feel free to call or email Robyn Lord ([manager@wheatbeltclc.com.au](mailto:manager@wheatbeltclc.com.au)) to discuss the position and/or obtain further information.

### How to Apply

Please post of email applications to the address below. Only applicants who have addressed the essential criteria will be short-listed for an interview.

Applications close **5pm 10 April 2020**.

Manager

Wheatbelt Community Legal Centre Inc

PO Box 601

Northam WA 6401

[manager@wheatbeltclc.com.au](mailto:manager@wheatbeltclc.com.au)