

## POSITION DESCRIPTION

<b>POSITION:</b>	Family Law and Family Violence Lawyer
<b>EMPLOYMENT TYPE:</b>	Full time, 38 hours per week
<b>TENURE:</b>	2 year contract with possible extension dependent on funding
<b>POSITION HOURS:</b>	Monday to Friday, 9am to 5pm
<b>REPORTS TO:</b>	Legal Practice Manager
<b>AWARD:</b>	Social Community Home Care and Disability Services Award (SCHCADS)
<b>AGREEMENT:</b>	Multi-Business Agreement (MBA)
<b>REMUNERATION:</b>	SCHCADS Award Rate up to level 6 depending on experience

## ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) formed in early 2016 following an amalgamation of the former Broadmeadows Community Legal Service and Moreland Community Legal Centre. The NCLC operates in one of the fastest growing and disadvantaged areas of Melbourne, and has a significant catchment including the Hume City Council, Moreland City Council and Mitchell Shire Council. The NCLC operates from a central office located in Broadmeadows, with outreach services to other service areas, including Wallan, Sunbury, Coburg, Glenroy, Fawkner and Craigieburn.

Our purpose is to ensure equal access to justice for all in Melbourne's North West and we do this by the provision legal services, community legal education and law reform aimed at the most vulnerable and disadvantaged people in Melbourne's North West. NCLC gives priority to victims/survivors of Family Violence, Refugees and newly arrived communities, people who have a diagnosed mental illness, young people and members of our community who have or are facing multiple systemic barriers to achieving justice in their legal matters.

## POSITION OBJECTIVE

The Family Law and Family Violence Lawyer will:

- Provide high quality legal assistance in family law matters including Divorce, Parenting, Property and Spousal Maintenance to priority clients with a focus on victims of family violence and provide advice, casework and representation to eligible clients in other family violence related areas of law including, VOCAT applications, and other civil law.
- To develop and implement community legal education programs and other projects aimed at increasing access to justice among our priority clients in our region.
- Work with local priority client groups, community organizations and other stakeholders to raise awareness of NCLC's service, and to ensure our services are appropriately targeted at NCLC's priority clients.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide family law legal advice, casework, advocacy and court representation with our priority clients experience disadvantage, including infringements, debt, motor vehicle accidents, consumer law, intervention orders, family law and summary crime.
2. Provide duty lawyer representation to applicants and AFMs seeking the protection of a family violence intervention order at the Broadmeadows Magistrates' Court.
3. Participate in NCLC's legal advice service at our main office, and at our various outreach locations in Hume, Moreland and Mitchell Shire.
4. Assist with the supervision and mentoring of legal volunteers, and at the direction of the Legal Practice Manager provide family law training and support to other legal staff.
5. Participate in strategic litigation as directed by the Legal Practice Manager to address systemic legal disadvantage experienced by priority clients in our region.
6. Perform all necessary administrative work necessary to manage a busy file load, including accurate record-keeping in accordance with NCLC policies and procedures.
7. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities.
8. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.

### **Community Development, Legal Education and Law Reform**

9. In collaboration with the Legal Practice Manager, identify opportunities and projects for community legal education, community development and law reform initiatives.
10. Deliver community legal education, community development and law reform initiatives, including providing presentations and workshops as directed by the Legal Practice Manager.
11. Raise NCLC's public profile and promote awareness of legal rights and responsibilities, through participation in public forums, and community presentations as directed by the Legal Practice Manager.
12. Liaise with partner and other organizations and agencies to ensure positive relationships in particular with outreach partner organizations

## **POSITION REQUIREMENTS**

### **SELECTION CRITERIA**

1. Eligible to hold a practising certificate in Victoria, with at least 3 years post admission experience in family law and family violence related civil law matters.
2. An understanding of the drivers of family violence and the legal needs of victims of family violence

3. Demonstrated experience in the delivery of community legal education and/or law reform initiatives.
4. The ability to work collaboratively with others and to foster a co-operative and supportive team environment.
5. Demonstrated effective time management, organisational and administrative skills.
6. Demonstrated high level written and verbal communication skills and the ability to communicate with a range of people from different backgrounds.
7. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
8. Demonstrated computer literacy and experience in undertaking administrative duties.
9. Hold a current Working With Children Check.

#### **DESIRABLE SELECTION CRITERIA**

10. Community language or experience working with people from CALD backgrounds.
11. Experience working in the community sector.