



**A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)
ABN 23 082 541 240**

Position Description

POSITION:	Community Lawyer
APPLICABLE INDUSTRIAL INSTRUMENT:	The applicable industrial instrument is the Community Legal Centres 2006-2009 Multi Business Agreement
LOCATION AND TRAVEL:	<p>Your usual place of work is as per the applicable employment contract.</p> <p>ARC Justice may require you to perform your duties at other locations either temporarily or permanently.</p> <p>You agree you may be required to travel and work elsewhere throughout and beyond the region set out above in the performance of your duties and responsibilities. A vehicle is available for this purpose.</p>
DIRECT REPORTS:	No direct reports. Supervision of volunteers and contractors as required.
SUPERVISOR / MANAGER	This position initially reports to the Senior Lawyer & Client Services Coordinator

OVERVIEW

Organisational Overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systematic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

ARC Justice is committed to the health, safety and wellbeing of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws. ARC Justice is committed to safety and wellbeing of all children and young people.

THE ROLE

The Community lawyer will provide legal assistance to clients in our key practice areas of law, along with other areas relevant to disadvantaged communities, such as low-level criminal law and general civil law practice.

GVCLC also provides a range of specialist services including:

- Specialist Family Violence legal services
- A Health-Justice Partnership with Rumbalara Aboriginal Cooperative Ltd; providing legal services to the Aboriginal and Torres Strait Islander communities; and
- A partnership with the Haven (a program of Greater Shepparton Lighthouse Project) providing services to disengaged youth.

The incumbent will have the opportunity to provide their clients with wrap around legal service, working collaboratively with community services and partners. This role involves proactive networking and community engagement, and the opportunity to identify systemic issues and think strategically.

KEY RESPONSIBILITIES

Legal Service Delivery	<ul style="list-style-type: none">• Provide legal assistance to clients in our practice areas of by way of:<ul style="list-style-type: none">• Provide legal assistance by way of information, referral, advice, and casework• Conduct ongoing casework which may require conferences/mediation and appearances in Courts, Tribunals, &/or other advocacy forums.• Attend the duty lawyer services at Shepparton, Mitchell, Moira, Strathbogie, Benalla, and Mansfield Courts.• Attend place-based services at partner organisations• Deliver high standards of service to clients often with complex and disadvantaged needs, with a focus on therapeutic practices• Ensure quality and consistency of delivery of legal services in accordance with CLC polices.• Work with the CLC team on appropriate project management tasks, to ensure that all reporting and funding requirements are met, including monitoring and evaluation activities• Ensure the complete and accurate collection of client data and the application of Victoria Legal Aid grants of aid as well as data entry onto CLASS and ATLAS
Community Development, Legal Education and Law Reform	<ul style="list-style-type: none">• Monitor casework to identify systemic issues and feed this information into the Service's strategic plan and work plans• Develop and deliver legal education to community members and service providers in accordance with a work plan• Develop good working relationships with relevant stakeholders and work collaboratively to achieve better outcomes for clients• With support from senior colleagues, raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums community presentations• Monitor opportunities for and anticipate and collaborate in policy and law reform activities• Involvement in relevant community networks and willing to actively build relationships with a wide range of stakeholders to advance the organisation's objectives, including the Federation of Community Legal Centres, Community Legal Centres Australia, VLA, community legal centres, private legal practices, Courts, the Department of Health and

	Human Services, the Department of Justice, the Law Institute of Victoria, educational bodies and other relevant community agencies
Ways of Working	<ul style="list-style-type: none"> • Support colleagues and the team environment– we value stepping outside of our day to day work and helping each-other • We encourage active contribution in meetings and quarterly staff days – we value your input and feedback helps us improve • Maintain organisational values and behaviours • Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans
Other duties	<ul style="list-style-type: none"> • Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working • Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager • Participate in regular supervision and meet agreed performance indicators and work plan activities • Undertake any reasonable additional tasks as directed by management

KEY SELECTION CRITERIA

Essential (Skills, knowledge, experience)

1. Minimum of 2 years' experience (or equivalent) providing legal advice, casework, and representation, in one or more areas of law relevant to disadvantaged communities, particularly our key practice areas of law.
2. Sound soft skills and a demonstrated ability to engage with people who have complex vulnerabilities including trauma and a commitment to access to justice and equity principles.
3. Experience networking and building relationships with a broad range of organisations and stakeholders.
4. Experience in implementing, advancing, and reporting projects and programs with a strategic focus.
5. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently (with supervision).

Desirable (Skills, knowledge, experience, qualification and/or training)

1. Previous duty lawyer experience (any jurisdiction)
2. Demonstrated understanding of legal practice within a multi-disciplinary framework, including experience working within a community development and therapeutic framework, as well as an understanding of public and social health determinants.
3. Knowledge and experience in community legal education and development, policy, and law reform.
4. Understanding of place-based strategies that may be employed to address access to justice issues.

Prerequisites

1. Eligible for a Practicing Certificate in Victoria: ARC Justice will pay for the cost of applying for or renewing a practicing certificate and the employee must continue to meet the requirements for holding a practicing certificate.
2. Unrestricted Victorian driver's license. This is at the employees' own expense.
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card (if applicable). ARC Justice will cover the costs involved.

4. As a child safe organization ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Any changes to these prerequisites after employment commences must be communicated to the employer immediately by the employee.

Signature of Employee: _____

Date: _____

Signature of Employer: _____

Date: _____

Mim Dineen, Corporate Services Manager