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| Title | Solicitor Intellectual Disability Rights Service – Ability Rights Centre (ARC) |
| Role Purpose | To provide legal advice and legal casework to people with cognitive impairment. To advocate for policy and law reform to benefit people with cognitive impairment. To provide community legal education. |
| Reports To | Principal Solicitor – Ability Rights Centre |
| Hours | Full time position – 37.5 hours week |
| Internal IDRS Relationships | * Chairperson
* Board Members
* IDRS members
* Executive Officer
* Principal Solicitor
* Staff
* Volunteers
 | External Relationships | * Clients/Service Users
* Government services and/or Government Agencies
* Community Based Organisations
* Corporations
* External Network Contacts
* Private Law Firms
* Courts and Tribunals
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| **KRA** | Key Tasks  | KPI |
| Legal Advice | * Provide legal advice to people with cognitive impairments as well as family members, carers, or disability workers who are seeking advice on their behalf across a range of areas of law. Provide appropriate follow up associated with advice calls
* Provide legal advice to people with cognitive impairment who are in police custody, includes some after-hours duties.
* Conduct conflict checks
* Refer people with cognitive impairment to other sources of legal assistance or other services
* Communicate effectively with clients

with cognitive impairment | * Quality of legal advice
* Feedback from Principal Solicitor Feedback from stakeholders and other community organisations
* Timeliness of legal advice
* Prompt response to requests for custody legal advice
* Number of advice sessions completed
* Analysis of complexity of advice given
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| Legal Casework | * Provide legal casework for people with cognitive impairment in line with agreed ARC intake criteria including research, legal advice and legal representation
* Conduct strategic litigation that is consistent with ARC’s priorities and law reform work objectives
* Refer clients to appropriate services, including legal, community and disability services
* Deal appropriately with interpersonal issues associated with casework (ie. communicating about complex issues with clients, their families and their advocates/support persons)
 | * Quality of legal casework
* Successful outcomes of legal cases
* Feedback from Principal Solicitor
* Number of files opened and closed
* Analysis of complexity of files
* Client feedback
* File maintenance procedures adhered to
* Client feedback
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| Education & Training | * Contribute to the development and delivery of education programs for people with cognitive impairment, their families and carers
* Provide training to legal and other justice sector personnel
* Provide information and advice to other legal professionals about issues affecting people with cognitive impairment
* Provide support to co-educators in relation to areas of joint work
 | * Quality of education programs
* Number of education programs completed
* Feedback from education programs
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| Policy Work / Law Reform | * Research and contribute to development of policy positions on issues affecting people with cognitive impairment. Respond proactively and in a timely way to proposed changes in the legal and service system that may disadvantage people with cognitive impairment
* Work with ARC Principal Solicitor to prepare submissions to government and other committees on issues affecting people with cognitive impairment.
* Participation on relevant committees and in relevant professional networks
 | * Quality of policy work
* Number of policy related submissions
* Action taken as a result of submissions and participation in committees or networks
* Timeliness of response to proposed changes in the legal system
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| Information & Publications  | * Contribute to development of information and publications eg. fact sheets, pamphlets, booklets, articles and web based information
* Contribute to the development of internal legal and other resources
* Ensure legal and other resources are kept up-to-date as necessary
* Provide comment on the publications of other agencies as requested
 | * Quality of information
* Number of contributions
* Keeping legal and other resources up-to-date
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| Administration | * Contribute to the preparation of project proposals, funding submissions, reports and acquittals
* Accurate and timely use of client database
* Completion of computerised advice records
* Maintain client files for casework matters
* Develop individual operational work plan across a 6- to 12-month period
* Contribute to staff meetings and planning sessions.
 | * Accuracy of client information in database.
* Quality of file maintenance practices.
* Work plan in line with strategic direction developed and implemented
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| Contribute to a cohesive organisation  | * Actively participate in team meetings, training
* Maintain respectful and constructive communication with other IDRS staff
* Actively contribute ideas or concerns to facilitate continuous improvement of legal service and other IDRS services
* Respond constructively to feedback from service users and other stakeholders to facilitate continuous service improvement
* Facilitate collaboration with other IDRS services. Participate in working groups and projects across IDRS
 | * Attendance at relevant meetings and training
* Contributions to service improvements
* Response to complaints and feedback
* Participation in collaborative work with other staff
* Referrals made to other IDRS services
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