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| Title | Solicitor Intellectual Disability Rights Service – Ability Rights Centre (ARC) | | |
| RolePurpose | 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |