

POSITION DESCRIPTION



SPRINGVALE MONASH
LEGAL SERVICE Inc.

Position:	Specialist Family Violence Lawyer
Reports To:	Executive Director
Duration:	12 Month Fixed Term contract
Hours:	30 hours per week
Classification:	SCHCADS Award

Background

Since its inception, the philosophy of SMLS has always been the provision of accessible and comprehensive legal information and assistance as well as community legal education to disadvantaged members of the community about their rights and responsibilities.

SMLS aims to empower and support members of the community to understand and make use of the law and the legal system to protect their rights and to increase their awareness of their legal responsibilities. In doing so, SMLS builds community capacity to engage meaningfully within the justice system.

Our Mission

Working with vulnerable and disadvantaged community members, Springvale Monash Legal Service contributes to a fair and just society by:

- Advising on legal rights and responsibilities;
- Advocating for systemic change;
- Collaborating with stakeholders; &
- Educating law students as future advocates

Our Vision

Shaping a fairer future for our community through accessibility and engagement

Position Objective

The Integrated Services for Survivor Advocacy works in partnership with the South Eastern Centre Against Sexual Assault (SECASA). The clinic has been operating for over 25 years to assist victims of sexual assault and their families to make applications to the Victims of Crime Assistance Tribunal under the *Sentencing Act 1991*.

Responsibilities and Duties

Casework and Advocacy

- Direct responsibility and management of the Joint Legal Clinic;
- Provide legal advice, referral and ongoing legal casework to service users;
- Maintain compliance with relevant professional and ethical standards;
- Ensure that all casework files are maintained to the highest standards including appropriate levels of client contact, communication, professional documentation, record keeping and storage of files;

Clinical Externship Supervision

- Preparation and presentation of occasional seminars and tutorials to students taking part in the Clinical Externship program;
- Direct supervision and responsibility for the Clinical Externship students each clinical period (approximately 2 - 4 students) including:
 - Responsibility for the orientation, training, supervision of students;
 - Responsibility for the student caseloads;
 - Supervision of all legal advice and file work including all advice only and ongoing matters;
 - Review and assessment of each student including casework and assignments.

Community and Professional Service

- Close interaction with management and staff of SMLS and management and counselling staff at SECASA and liaison regarding policies relating to victims of sexual abuse;
- Commitment to upholding the reputation of the partnership between SMLS and SECASA, promoting the clinic by participating in community-oriented activities including public forums and community talks;
- Participation in relevant training and workshops;
- Committed to own professional development.

Law Reform

- Collaboration with other statutory and community organisations to inform decision makers of the impact of laws and regulations affecting victims of sexual abuse.
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Other Duties

- Support and supervise the Integrated Services for Survivor Advocacy Volunteers
- Support the achievement of SMLS's Strategic Plan
- Support, engage and participate in SMLS's Buddy Program as required
- Attendance at or monitoring of regular staff meetings.
- Participation in annual planning and strategic development.
- General administrative duties as required e.g., client database, client correspondence, telephone etc.

Relationships

- Network with appropriate organisations relevant to the operation including the Federation of Community Legal Centres, Victoria Legal Aid, other community legal centres, Courts, the Department of Justice and the Law Institute;
- Participate in the development of policy in areas relevant to the position.

General Administration

- Attendance at or monitoring of regular staff meetings;
- Participate in annual planning and strategic development;
- General administrative duties as required e.g., client database, client correspondence, telephone etc.

Organisational Responsibilities

- Ensure SMLS complies with its obligations under applicable funding agreements and the Uniform Legal Profession Act;
- Support the achievement of SMLS's Strategic Plan;
- Support, engage and participate in SMLS's Buddy Program as required by the Managing Lawyer (Clinical Program)
- Travel to SMLS's outreach services as requested
- Involvement in relevant community networks, including meetings with service providers and other working groups or as requested by the Executive Director.

Attributes

- Minimum 2+ years post admission experience
- Relevant or related practice area experience and associated advocacy experience
- Excellent communication skills
- A commitment to social justice
- Supervision or mentoring experience

Approved by the Executive Director

Signed: _____