Practice Manager – Short Term

First Step Legal (a unique Health Justice Partnership)

If you have high level strategic, legal practice and project management skills are committed to equal justice for people battling mental health and addition issues, we have a compelling short-term opportunity to make a difference leading to systemic impact and advocacy.

About First Step Legal

First Step Legal (FSL) operates as a Health Justice Partnership (HJP) within First Step, a not for profit mental health and addiction clinic in St Kilda. FSL is a unique Community Legal Centre providing pro bono, legal advice and representation to among the most marginalised in the community. FSL practices predominantly in relation to criminal law, family law and family violence matters. Assistance is also provided with infringement, debt and other matters on an ad hoc basis. FSL currently comprises a small team of a Co-Practice Manager/Principal Lawyer, 2 part-time lawyers, a legal case manager, legal administrator and several volunteer paralegals. We will soon embed a social worker on our practice.

FSL's vision is to increase access to justice for clients struggling with mental health and addiction issues, to enable them to access supports to rebuild and improve their lives and to achieve legal and court outcomes supportive of their continued recovery and rehabilitation in the community. FSL also works to champion HJPs and therapeutic, compassionate legal practice via law reform and advocacy opportunities.

About the Role

The short term role of **Practice Manager** is designed to support FSL, with the recent appointment of our Director of Legal Services, Tania Wolff, as LIV President. You will provide high level Strategic, Practice and Project Management support for FSL including oversight of two new outreach pilot projects (one at the Alfred Health; the other at Star Health) which are designed to enable FSL to directly help clients with legal issues in these new settings, supporting them to rebuild and restore their lives. Additionally, FSL is currently undertaking an HJP Evaluation in conjunction with Melbourne University as well as transitioning to *Action Step*, a new document management system and ensure compliance with new CLSP funding grant guidelines.

There's a lot going on at FSL currently. We see this role as key to maintaining our momentum during Tania's period as LIV President. You will work with Consultants and Partnership Stakeholders, as well as collaboratively with the Co-Practice Manager/Principal Lawyer, a new embedded social worker, legal and support staff and students. Tania will continue to support, guide and collaborate with you in this role.

To learn about First Step Legal, visit https://www.firststep.org.au/first_step_legal

Please see the attached position description for more information. **For further information** please contact Michelle Goldberg**,** email at michelle@firststep.org.au.

Salary and Conditions

This is a **Flexible Part-time position** (0.4-0.6 FTE, 15-22.8 hrs per/week subject to negotiation) for a fixed term of one year. This role is subject to a 3 month probationary period. Conditions are set out under the HCSSP Award. Salary is negotiable, subject to skills and experience.

Applications

Applications can be made by apply by forwarding a cover letter, CV and responses to the key selection criteria contained in the position description to **Michelle Goldberg,** email: michelle@firststep.org.au. Applications close midnight on **Sunday, 16 May 2021.**