

### Sussex Street Community Law Service

# JOB DESCRIPTION FORM

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|  SECTION 1 – POSITION DETAILS |  |
| **PROGRAM: Shuttle Conferencing Solicitor****Respondents. Perth Magistrates Court DoJ** |  | **TITLE: Shuttle Conferencing Solicitor** – Respondents | DATE EFFECTIVE:June 2021 |
|  |  | **SALARY:** Level 5/6 $81,860.06 to $87,350.55 pro rata plus superannuation. Level dependent on experience.Sussex Street Community Law Service Enterprise Agreement 2011  |
|  |  | **AWARD:** Social, Community, Home Care and Disability Services (SCHADS) Modern Award.  |
|  |  | **STATUS: Part time 0.8FTE 30 hours per week** |

######  SECTION 2 - REPORTING RELATIONSHIPS

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| Sussex Street Community Law Service MANAGEMENT COMMITTEE |  | OTHER POSITIONS REPORTING DIRECTLY TO THIS OFFICEBelmont SolicitorDisability Discrimination Unit (DDU) SolicitorFinancial Counsellor x3Welfare Rights AdvocateTenancy AdvocateDisability Advocacy Program Co-ordinatorIDAS advocate x 4Night Legal Service Co-ordinatorAdministration staff x 3NDIS AppealsDRC AdvocateGeneralist Solicitor |
|  Responsible To |  |
| GENERAL MANAGER and PRINCIPAL SOLICITOR  |   |
|  This position |  |
| DUTY LAWYER - RESPONDENTS |  |

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|  STAFF SUPERVISED BY THIS POSITION Volunteers as required. |

##### SECTION 3 - KEY RESPONSIBILITIES

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| **Brief statement of the key responsibilities or prime function of the position**To provide legal advice, negotiation and prepare court documents for Respondents to Family Violence Restraining Orders, to enable them to successfully participate in Shuttle Conferencing/ Mediation in the Perth Magistrates Court. |

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| **SECTION 4 - STATEMENT OF DUTIES**  |  |  |
| **TITLE:** Shuttle Conferencing Solicitor – Respondents  | **EFFECTIVE DATE OF DOCUMENT:** June 2021 |

BRIEF SUMMARY OF DUTIES TO BE PERFORMED

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| Duty No. | Details | Freq | % |
| **1.** | **CASEWORK** * Provide legal advice, negotiation and prepare court documents for Respondents to FVRO’s participating in Shuttle Conferencing in the Perth Magistrates Court
* Advice will include knowledge of Restraining Order legislation and may include advice regarding their effect on Family Court child related matters and limited minor criminal law.
* Maintain case files and statistical data for evaluation.
* Make appropriate referrals to other services.
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| **2.** | COMMUNITY RELATIONSHIPS* Work collaboratively within the SSCLS team assisting with the program
* Work collaboratively with stakeholders at the Perth Magistrates Court and outside.
* Develop and maintain relevant external networks
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| **3.** | **OTHER DUTIES AS DIRECTED** | O | **5** |
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| SECTION 5 - SELECTION CRITERIA |  |  |
| TITLE: Duty Lawyer- Respondents | **EFFECTIVE DATE OF DOCUMENT:** June 2021 |
|  EACH CRITERION SPECIFIED AS ESSENTIAL OR DESIRABLE |
| ESSENTIAL**Qualifications** Bachelor of Laws degree (or recognised equivalent)  |
| Credentials**1**. Admitted to practice law in Western Australia and eligible for legal practice certificate |
| **2.** Demonstrated commitment to human rights and social justice |
| 3. Provision of a National Police Clearance |
| Experience |
| **4.** Demonstrated experience of legal work in Restraining Orders and/or family law or criminal law.  |
| **5.** Excellent interpersonal, oral and written communication skills  |
| Knowledge and Skills  |
| **6.** Understanding of the needs of people experiencing disadvantage **7.** Ability to work as a member of a team and with minimal supervision.8. Highly developed organisational and administrative skills |
| **9.** Competent in the use of computers. |
| DESIRABLE |
| 10. Minimum post admission experience of 4 years.11. Knowledge of and /or experience in working in the community legal services sector.   |
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