

### 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 OFFICE  Belmont Solicitor  Disability Discrimination Unit (DDU) Solicitor  Financial Counsellor x3  Welfare Rights Advocate  Tenancy Advocate  Disability Advocacy Program Co-ordinator  IDAS advocate x 4  Night Legal Service Co-ordinator  Administration staff x 3  NDIS Appeals  DRC Advocate  Generalist 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. | D | **90** |
| **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 | R | **5** |
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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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