

### Sussex Street Community Law Service

# JOB DESCRIPTION FORM

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| SECTION 1 – POSITION DETAILS | | |  |
| **PROGRAM: Duty Lawyer**  **Respondents. Perth Magistrates Court DoJ** |  | **TITLE: Duty Lawyer** – 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 0.6FTE 22.5hours** | |

###### 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** The primary purpose of this role is to provide legal assessment, advice and limited one off representation to Respondents to Family Violence Restraining Orders appearing in the Perth Magistrates Court. Additionally, advice to Respondents participating in Shuttle Conferencing as appropriate. |

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| **SECTION 4 - STATEMENT OF DUTIES** |  |  |
| **TITLE:**  Duty Lawyer – 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 and limited representation to Respondents to FVRO’s appearing 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. * Provide legal advice on the above to Respondents participating in Shuttle Conferencing as appropriate. * 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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