

**CITIZENS ADVICE BUREAU OF WA INC.**

**POSITION: SOLICITOR – FULL TIME – PERMANENT**

**THE ORGANISATION**

Citizens Advice Bureau of WA Inc (“**CAB**”) is a not-for-profit agency that has been operating in Western Australia since 1963. Our core function is as an information and referral agency, however we also provide low cost legal and mediation services. We also provide a number of other services to the public in conjunction with other likeminded agencies. These include JP services and signing centres, Tax Help, NILS and criminal injuries compensation assistance. We’re able to operate due to the generous support of recurrent funding from the Department of Communities, the Department of Justice and the Public Purpose Trust. We also charge a small fee for some services and this allows us to be sustainable and grow in areas of need for the community. It also means we will help anyone who needs us. Last financial year, despite the complications associated with COVID, we still provided services to nearly 60,000 members of the community and as a result of the great work we do, were awarded the Attorney General’s Community Service Award.

Our information and referral service has been operating for over fifty years and assists members of the community by providing information and referral on many and varied issues. This service is offered in all our branches and is our core business.

Our legal service offers initial legal advice and can also assist clients with the drafting of some court documents. A nominal fee is charged for these services. We don’t offer court representation and don’t act for, or represent, clients in any contested matters. We have a team of staff lawyers who are assisted by paralegals. We’re also fortunate to have a dedicated team of pro-bono lawyers who offer initial legal advice to our clients in their specialised areas of law.

Our mediation service offers alternative dispute resolution in a number of areas including community and neighborhood disputes and Family Court matters. CAB is a registered Recognised Mediator Accreditation Body (RMAB) and has a panel of Family Dispute Practitioners and accredited mediators who provide their service to CAB pro bono. There is a small fee charged for our mediation service.

We have 10 metropolitan and regional branches, including our administrative head office in Perth. We currently have 11 salaried staff as well as a dedicated and professional team of around 250 volunteers working in Perth and in our branches.

**WHO WE ARE LOOKING FOR**

CAB is seeking a solicitor who holds an unrestricted practising certificate issued by the Legal Practice Board of Western Australia.  Ideally we are looking for someone with two to five years post admission experience in a similar role but will happily consider sound applicants with less experience.

You should be able to provide extensive legal advice in a broad range of general law matters but with a focus on family law (including property) and estate/inheritance matters, including letters of administration, wills, EPAs and EPGs.

You need to be well organised with strong administrative skills and the ability to communicate on all levels so as to provide a great service to our diverse client base.  You would also be committed to social justice, enjoy working as part of a team of dedicated professionals and want to make a difference in the lives of the clients who attend CAB.

While this position is primarily based in the Perth office, CAB has nine other branches and the successful candidate will be required to provide some outreach services.

**WHAT WE CAN OFFER**

CAB offers the opportunity to work in a busy, highly respected organisation that provides a range of services for diverse clientele. All conditions of employment are under the Community, Home Care and Disability Services Award 2010 (SCHADS) and a fabulous benefit is that CAB provides additional paid (shutdown) leave between Christmas and New Year.

CAB has a comprehensive Employee Assistance Program (EAP) that is available to all staff and additional insurance to cover you from home, to work and back. Just in case.

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**CONDITIONS OF EMPLOYMENT**

The position is in the Level 6 band of the Social, Community, Home Care and Disability Services Award 2010 (SCHADS). SCHADS provides for a six month probationary period.

If you are successful we’ll need a Police clearance issued within the past three months.

**HOW TO APPLY**

Please provide a covering letter (maximum three pages) that shows your suitability for the position based on the selection criteria in the application pack. Your application won't be **considered without this.** Please also provide us with an up-to-date curriculum vitae that includes the names and contact details of two referees who have recently supervised your work. **Referees will not be contacted without your express permission.**

Please address your application to Mrs Selva Stenross, Principal Legal Officer, at solicitor@cabwa.com.au  or via post to Citizens Advice Bureau, Level 1/25 Barrack Street Perth 6000 marked  **Attention Principal Legal Officer - Private and Confidential**.

If you have any questions regarding the role please contact Mrs Selva Stenross on 9325 4217 or at solicitor@cabwa.com.au  or Ms Kathryn Lawrence at ceo@cabwa.com.au **(**please do not send applications to this email address).

**Applications close at 4 pm on Monday the 26th of July 2021. Sorry but no late applications will be accepted.**

**We will be interviewing the week commencing Monday the 16th of August 2021 and hope to have the selection process completed by Friday the 27th of August 2021.**

**DUTY STATEMENT – Solicitor**

**POSITION IDENTIFICATION**

TITLE: Solicitor

SALARY PACKAGE: Level 6.1 SCHADS Award

 Salary Component $ 92,703.52

 Plus 10 % Superannuation $ 9,270.00

 Plus Paid Christmas Period Shutdown $ 1,100.00 (approx.)

RELEVANT CONDITIONS: Social, Community, Home Care and Disability Services Award 2010

**POSITIONAL RELATIONSHIP**

 Responsible to: Chief Executive Officer

 Principal Legal Officer

 Responsible for: Law Students/Paralegals

**KEY RESPONSIBILITIES**

1. Provide initial legal advice to clients within wide-ranging matters of law.
2. Assist clients with the preparation of legal documents.
3. Perform outreach services for LCT funding as directed by the Principal Solicitor.
4. Provision of community legal education.

**STATEMENT OF DUTIES:**

1. Provide professional and up to date legal advice to CAB clients on a wide range of areas of law, including family law and estate matters, in accordance with CAB policy.
2. Prepare legal documents in accordance with CAB policy.
3. Undertake referral and other assistance to clients in accordance with CAB Policy, including liaison with other agencies as appropriate.
4. Assist the legal department to develop and update legal resources and ensure the accuracy of legal content of publications and community legal education provided by CAB.
5. Provide community legal education.
6. Assist in training of salary and voluntary staff as required.
7. Supervise paralegals.
8. Undertake professional legal development.
9. Maintain a current Legal Practising Certificate in the State of Western Australia.
10. Carry out other duties as directed by the Principal Legal Officer or CEO.

**SELECTION CRITERIA**

**ESSENTIAL:**

1. Hold an unrestricted practising certificate issued by the Legal Practice Board of Western Australia with a minimum of two years post admission experience.
2. Demonstrated ability to provide sound legal advice in family law, inheritance law, estate law and general law matters.
3. Demonstrated ability to take instructions and draft documents in family law, inheritance law, estate law and general law matters.
4. Demonstrated experience in managing legal files.
5. Highly developed written and interpersonal communication skills and ability to apply these skills with a diverse range of people, groups and organisations including providing group information sessions.
6. Demonstrated ability to prioritise competing workloads.
7. Demonstrated ability to work as part of a multidisciplinary team.
8. Understanding of and commitment to principles of social justice and to working effectively with people who are socially and economically disadvantaged.

**DESIRABLE:**

1. Understanding of the operations and philosophies of the not-for-profit sector
2. Experience working with clients from a non-English speaking background, including interpreter interviews.
3. Experience working with voluntary staff.