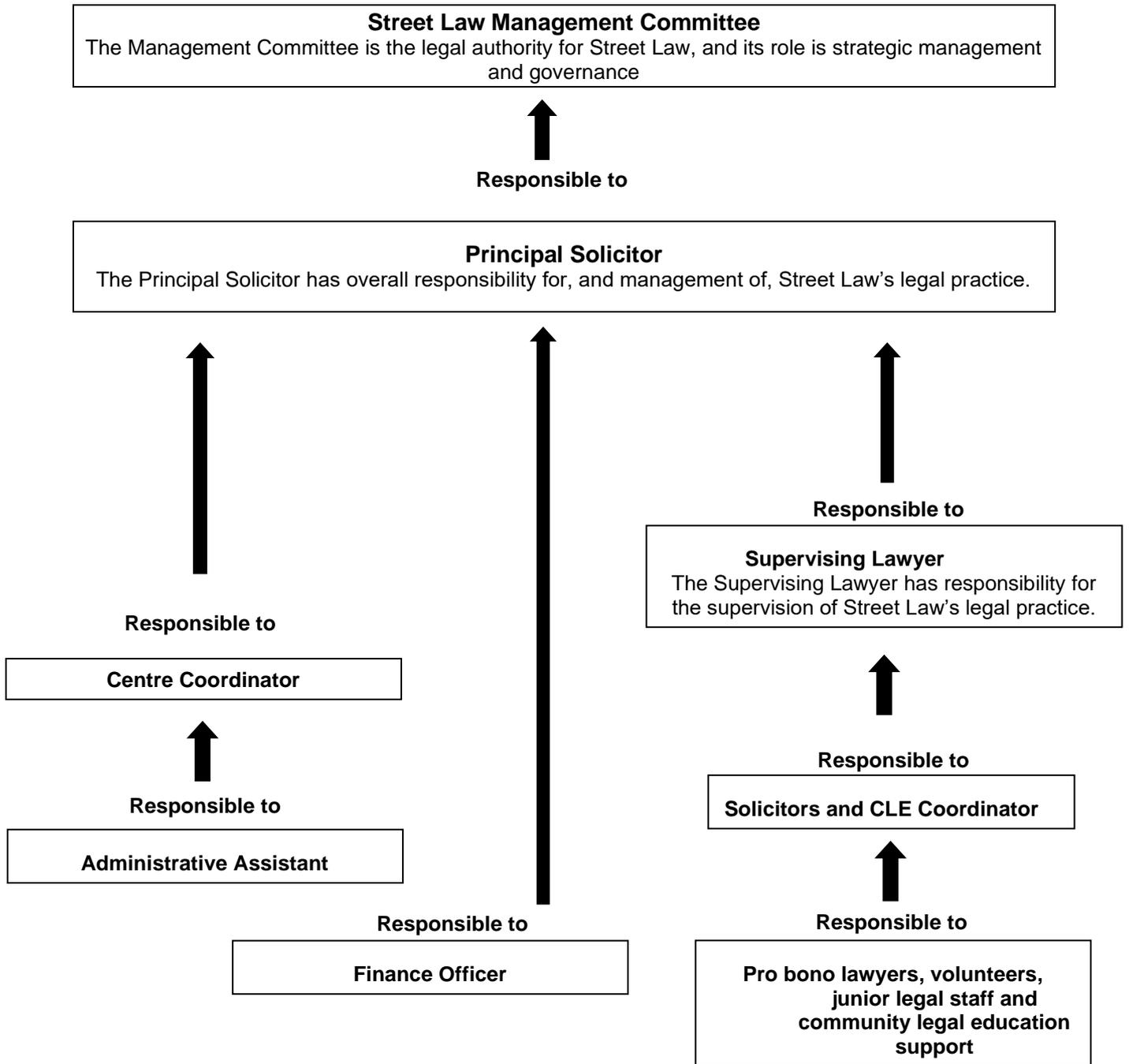




Solicitor – Role Description

Position Title	Solicitor
Accountable to	Principal Solicitor/Supervising Lawyer
Conditions	<p>Street Law Centre WA Inc (Street Law)'s office hours are Monday – Friday 8.30 am to 5.00 pm, although it may occasionally be necessary to start and finish earlier in order to attend breakfast legal advice clinics. Within the requirements of the position, some flexibility of work hours is available in negotiation with the Principal Solicitor.</p> <p>Appointment is subject to a three month probationary period.</p> <p>This position is 0.8 FTE.</p> <p>Salary packaging is available in accordance with Street Law's salary packaging policy.</p> <p>Annual leave loading of 17.5%.</p> <p>The employment contract will end 31 December 2022 potential further contracts subject to funding and organisational needs.</p>
Award	Position is entitled to provisions under the Solicitor contract of employment.
Remuneration Classification	Community Services sector competitive salary offered. Superannuation in accordance with the Super Guarantee Payment Employer Contribution.
Practising Certificate	Position requires the holding of a restricted practising certificate through the WA Legal Practice Board. Street Law will meet the cost of the practising certificate.

Reporting Relationships



STREET LAW CENTRE WA Inc

Street Law is a specialised community legal centre that provides information, legal advice and ongoing representation services to those experiencing and those at risk of homelessness. Street Law is the only community legal centre in WA that exclusively delivers outreach legal services to its client group at various community service agencies.

YOUTH CREW PROGRAM

Youth Crew is a collaboration between Street Law and St. Vincent de Paul Society Association Inc ('Vinnies') and Passages Youth Engagement Hub ('Passages'). The Youth Crew Program will enable wrap around holistic legal and non-legal services to be delivered to at risk youth aged between 12 to 25 years. Through this program Vinnies will provide youth worker support based at Passages who in collaboration with the Street Law solicitor will develop case management plans to identify and manage the legal and non-legal issues the youth present with. The Youth Crew solicitor will support Street Law's Passages outreach solicitor with all legal advices and casework.

POSITION OVERVIEW

The Youth Crew solicitor must demonstrate well-developed experience in legal practice commensurate with the level of experience. It is an integral part of the role that the solicitor be able to provide advice and ongoing representation legal services across multiple legal areas.

This role is funded by the Youth Crew program (Lottery West funding).

The role also requires an understanding of the client groups needs and the services provided by the various community centres to ensure strategic and holistic legal service delivery is provided.

The Solicitor will also have excellent communication and people management skills and be able to deliver legal services in a collaborative and case management framework.

The purpose of the role is to support and develop the provision of legal services for Street Law to achieve its mission and objectives through its core services and as a partner of the Youth Crew program.

Responsibilities

Client Assistance

1. Provision of community based legal services; including legal advice, casework, legal research, and/or further legal assistance at a highly developed level and in accordance with the current policies and objectives of Street Law.
2. Conduct legal health checks and provide high quality legal information, advice, casework and facilitated referrals where required through the Youth Crew Program.
3. Highly developed ability to deliver legal services through outreach legal programs.
4. Exceptional ability to deliver ongoing legal casework in a strategic framework.
5. In collaboration with the Street Law Passages outreach solicitor and the Passages Youth Worker, contribute to the development of client case management plans and safety where necessary
6. Assist with the maintenance and production of Street Law legal education resources.

Collaboration and program delivery

7. Attend case management meetings and contribute to the development case management plans as required.
8. Develop and maintain external networks to achieve holistic effective service delivery for clients.

9. Contribute to the development of monitoring and evaluation programs.

Administration and reporting

10. Assist in preparing both internal and external reports.
11. Maintain client records and client data bases as required.
12. Conduct case file management to the highest standard.

Agency responsibilities

13. Ensure compliance with all Professional Indemnity Insurance requirements and NACLC risk management procedures are met and maintained.
14. Ensure compliance with all Street Law's Policies and Procedures.
18. Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil all aspects of the Solicitor's responsibilities, including undertaking professional development in line with continuing professional development requirements as required by the WA Legal Practice Board Continuing Professional Development scheme.
19. Undertake own clerical duties including all administrative processes, word processing and photocopying of all documentation and correspondence.
20. Works cooperatively in a team environment with minimal supervision and contributes to team goals while maintaining a collaborative teamwork approach at all times.
21. To be eligible to apply and attain a Working with Children Check.
22. Provide a National Police Clearance.
23. Carry out other duties, as consistent with the role, as directed by the Principal Solicitor.

APPLICATION PROCESS

Email applications to:

ocpolicy@streetlawcentre.org.au

Closing date for applications: Friday 1 October, 2021 at 5.00pm

Please address selection criteria outlined below.

Please note: screening and interviews may take place prior to the advertised close date.

As such, please submit your application as soon as possible.

SELECTION CRITERIA

Essential	
Credentials	<ul style="list-style-type: none"> • Admitted to practise law in Western Australia and eligible for a practising certificate. • Restricted Practitioners are eligible to apply.
Experience	<ul style="list-style-type: none"> • Demonstrated understanding of, and sensitivity to, people from diverse cultural, socio economic and linguistic backgrounds, and people with substance abuse or mental health issues. • Experience working with Aboriginal and Torres Strait Islander clients and clients from culturally and linguistically diverse (CALD) backgrounds. • Demonstrated understanding of the legal and social issues that give rise to at risk street present young people • Demonstrated interest or experience working with clients which have experienced or at risk of family and domestic violence, and/or homelessness. • Demonstrated experience and ability to work sensitively and collaboratively to resolve complex client issues. • Advocacy skills and experience representing clients in negotiations and in Courts.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of relevant professional practice requirements (eg. Professional Indemnity Insurance, Legal Practice Act & Regulations, Professional Practice Standards, Professional Conduct Rules, etc). • Excellent communication and interpersonal skills to effectively communicate information and ideas, work cooperatively with others, and negotiate and advocate on behalf of clients. • Demonstrated ability to work in both small and large teams. • Developed ability to manage case flow and management of own case files within a strategic framework. • Ability to work independently, demonstrate initiative, be resourceful, work effectively under pressure, and be innovative and flexible. • Highly developed time management, organisational and administrative skills. • Proficient computer skills, including word processing and Internet. • Working with Children Check is a requirement for this position. • National Police Clearance is a requirement for this position.
Personal Attributes	<ul style="list-style-type: none"> • Empathetic and flexible approach towards the sensitivity of client issues. • Initiative and judgement. • Positivity, motivation and dedication.

	<ul style="list-style-type: none">• Accuracy and attention to detail.• Patience and perseverance.
Desirable	<ul style="list-style-type: none">• Knowledge of and/or experience in, and commitment to, working within the community legal services sector or otherwise in relation to the legal issues faced by people who are homeless or at risk of homelessness.• “A” class licence and access to reliable transport.

Application format

Your application must contain:

1. A Statement (not exceeding two pages) addressing the selection criteria.
2. Applicants must clearly and succinctly address the selection criteria within the application. If you do not address the selection criteria, your application will not be considered for the position.
3. A copy of your CV.
4. Contact details for two professional referees.