



SPRINGVALE MONASH LEGAL SERVICE Inc.

POSITION DESCRIPTION: Community lawyer (Youth focus)

Title: Community lawyer (Youth focus)

Status: Part time (4 days per week), Fixed Term (12 months)

Reports to: Managing Lawyer

Classification: Social Community Home Care and Disability Services Industry Award

Salary: Level 5 Award rate based on experience, plus superannuation and generous salary packaging

About SMLS

Established in 1973, Springvale Monash Legal Service (SMLS) is a community legal centre that provides free legal assistance to people in Southeast Melbourne. SMLS provides legal information, advice and case work including representation for people experiencing disadvantage on a range of legal matters, such as family law and family violence, employment law, debt and fines, civil litigation, wills, power of attorney, and tenancy.

SMLS aims to empower and support members of the community to understand and make use of the law and the legal system to protect their rights and to increase their awareness of their legal responsibilities. SMLS is a strong advocate of and committed to the use of integrated service models to address multifaceted challenges facing our community members.

SMLS is committed to advocacy and social change. SMLS is a leader in the provision of community and clinical legal education; advocacy through policy submissions and lobbying; outreach services; and targeted referral programs.

Our Vision

A fair and inclusive community where people can access the resources, networks and support they need to resolve legal issues and overcome barriers to social, cultural and economic inclusion and participation

Our Purpose

To help resolve people's legal and interconnected issues and ensure that laws and legal processes are fair.

Our Values

Our core values are Respect, Community, Excellence and Courage.

Position purpose

The community lawyer utilises their established legal skills to provide legal advice and casework assistance to members of the community. They are an integral part of our Sporting Change outreach program, supporting youth in our community through school-based programs.

The community lawyer will also contribute to general legal services offered by SMLS as needed, including advice and casework. This role will also contribute to policy work we undertake from a youth focus.

Position responsibilities

Advocacy & Casework

- Conduct outreach services to SMLS' partner schools in the South-East region
- Provide legal advice, casework, information and referrals to clients on a range of matters
- Represent clients in court on matters under authority and in accordance with the Commonwealth guidelines;
- Respond to relevant law reform issues;
- Establish and maintain relationships with services;
- Ensure that all casework files are maintained to the highest standards including appropriate levels of client contact, communication, professional documentation, record keeping;
- Make referral to other services where appropriate;
- Exercise a high level of interpersonal skills in dealing with the public and other organisations;
- Maintain compliance with relevant professional and ethical standards including public indemnity insurance and legal practice;
- Uphold the reputation of the Legal Service and promote the Legal Service by participating in the community orientated activities including public forums, community talks, media and publicity work including public speaking for the Legal Service, regarding ongoing issues and issues affecting the legal system.
- Where appropriate assist in the supervision of the clinical program and work practices and will be required to provide assistance and/or expert advice to other employees

General Administration

- Participation in annual planning and strategic development;
- General administrative duties as required e.g., client database, client correspondence, telephone etc.

Organisational Responsibilities

- Ensure SMLS complies with its obligations under applicable funding agreements and the Uniform Legal Profession Act;
- Support the achievement of SMLS's Strategic Plan;
- Involvement in relevant community networks, including meetings with service providers and other working groups or as requested by the Executive Director

- Other duties as determined from time to time (by the Executive Director or Managing Lawyer)

Values and Behaviour

- Promote and role model appropriate behaviour to support SMLS culture, performance and profile;
- Actively support SMLS commitment to the principles of diversity, inclusion, social justice and Equal Employment Opportunity;
- Actively demonstrate organisational values;
- Demonstrate commitment to continuous personal development, with a strong willingness to develop new skills and knowledge;
- Contribute to and support organisational activities, such as team meetings, strategic planning, networking with relevant community groups

Health, Safety & Wellbeing

- Act in a safe manner at all times, including complying with all safety instructions and training;
- Participate in, and contribute to, health and safety awareness and improvements;
- Report all incidents, injuries and potential hazards in a timely manner;
- Ensure that the work is carried out in ways which safeguard the health and safety of workers, or others in their charge, including contractors whom they engage

Essential Experience

Skills and Experience

- Must hold a full practising certificate in Victoria with minimum 18 months post admission experience, preferably 2+ years
- Demonstrated legal casework experience, with specific interest in working with young people
- Demonstrated commitment to social justice and awareness of the legal needs of disadvantaged and marginalised people

Qualifications/licences

- Law Degree with minimum 18 months post admission experience
- Working with Children Card (or willingness to obtain one)

Personal Attributes

- Well-developed critical analysis skills;
- Motivated by collaboration and collective success;
- Flexible, adaptive and able to work effectively in a small team, and independently;
- Solutions and outcomes focused, with a steady line of sight to the impact of our actions for clients;
- Openness to change, receptiveness to new ideas and exercise initiative;
- Capacity to reflect on own work performance;
- Strong commitment to social justice, and values alignment with the SMLSs values;
- Committed to contributing to a positive work environment.

Location and work outside office hours

The position will be based at our Narre Warren office, with work also conducted at outreach and court locations. Occasional work outside normal office hours may be required, such as to attend meetings and after hours events.