



Western Sydney
COMMUNITY LEGAL CENTRE LIMITED
ABN 81 963 193 626 | ACN 629 118 903

Position Description

Position Title	Solicitor - Home Building Advocacy Service (HoBAS)
Employer	Western Sydney Community Legal Centre Limited (WSCLC)
Regular Location of Employment	Parramatta Office
Status	Fulltime - 35 hours per week
Period	Till 30 June 2022 with possible extension till January 2023 (maternity leave cover)
Pay Level	Social, Community, Home Care & Disability Services Award (SCHADS) 2020 Level 6 (+ 10% superannuation)

Position Summary

The Solicitor is responsible for providing legal services to priority client groups in the HoBAS servicedelivery area (NSW).

Position Accountability & Reporting Relationships

The Solicitor is employed by and is accountable to the WSCLC Board, CEO and Principal Solicitor. The Solicitor is supervised by the Program Manager - HoBAS (Program Manager) for legal work.

Responsibilities

Services for the Individual

1. Information services
2. Referral services
3. Legal advice services
4. Legal task services
5. Legal representation services

Services for the Community

1. Community engagement (CE)
2. Community legal education (CLE)
3. Stakeholder engagement (SE)
4. Law reform

Services for the Individual Duty statement

- To provide legal information and referral services.
- To provide legal advice, tasks and representation services.
- To conduct targeted legal services to identified priority client groups.
- To provide accessible (telephone and face to face) legal advice, tasks and representation services.
- To attend regular supervision sessions and case meetings with the Program Manager.
- Participate in opportunities to train volunteer students as required.
- Work cooperatively with WSCLC staff.

Services for the Community Duty Statement

- Attend community engagement events as required.
- Prepare community legal education materials and present sessions as required.
- Attend stakeholder engagement events as required.
- Identify policy and law reform issues arising from the Centre's targeted legal needs analysis and initiate possible responses as required.
- Assist in the preparation of policy submissions to government and other bodies as appropriate, and as required.

General Duties

- Adopt and promote the philosophy of WSCLC.
- Participate in developing organisation policy and procedures as required.
- Participate in the collection and data entry of appropriate statistical information as required.
- Attend staff meetings.
- Maintain awareness of and implement organisational workplace health and safety (WH&S) and equal opportunity employment (EEO) guidelines.
- Participate in staff development and training sessions relevant to the HoBAS program.
- Identify and participate in training to assist and improve service delivery.
- Maintain a Practicing Certificate.

Signature of CEO/Principal Solicitor

Signature of employee

This position will be subject to annual review. It shall not be varied without first being discussed between the management and the employee.

The employee may request and shall be granted a review of the position description at any time.

