



## Solicitor – Position Description

Full-time (Part-time optional)

### About Care Consumer Law

Care Consumer Law is a community legal centre that provides free legal assistance to people in the ACT in the areas of credit law, insurance, fair trading/the Australian consumer law, contracts and bankruptcy.

Through its specialist consumer credit law project ReachOut, the centre supports people with lived experience of poor mental health and family violence/financial abuse, to ensure vulnerable persons can access vital legal services.

It also provides the free Defined Benefits Information Service for the ACT's Motor Accident Injuries Commission.

Care Consumer Law is part of Care – a community organisation that has been continuously supporting the Canberra community since 1983, providing free and confidential support and assistance to people living on low to moderate incomes who are experiencing financial difficulty.

### Position Description and Duties

Position Title: Solicitor

Direct Report to: Principal Solicitor

Classification: *Social, Community, Home Care and Disability Services Industry Award 2010 (Level 5/6).*

Salary: Salary range of \$93k to \$97k per annum (depending on qualifications, experience and other relevant considerations) + leave loading + superannuation + Salary Packaging Options. (Paid Christmas shutdown period leave).

## **Position Description:**

This is a full-time position (part-time hours can be negotiated) in a small legal team. The Solicitor is required to have a high level of technical, communication, and legal research skills.

The Solicitor provides advice, casework, and representation services in core areas of consumer law, including consumer credit law, Australian Consumer Law and fair trading, financial abuse and other areas within the centre's expertise.

The Solicitor supports the work of Care Financial Counselling through provision of information or advice as needed. The Solicitor participates in community legal education, policy development, submission drafting, and stakeholder engagement activities.

The Solicitor requires admission as a Legal Practitioner in the Australian Capital Territory and must hold at least a Restricted Practising Certificate.

A Level 6 solicitor works with a greater degree of autonomy and supports the Principal Solicitor with supervision of other staff and volunteers.

## **Responsibilities:**

- Provide information, legal advice and undertake casework services for clients.
- Represent clients in the ACAT and Courts where appropriate.
- Provide workers advice to financial counsellors.
- Identify systemic industry practices of concern arising out of direct client work and contribute to policy advocacy activities of Care Consumer Law.
- Assist in the provision of community and staff legal education and the preparation of law reform submissions as required.
- Undertake administrative tasks with other staff members.
- Level 6 duty only: supervise law students/volunteers/paralegals.
- Other duties as reasonably directed.

## Selection Criteria

### Essential

- Holder of eligible practising certificate in the ACT and at least 12 months of post admission experience.
- Legal practice experience, including providing advice to clients, undertaking casework, and representation in courts and tribunals.
- Knowledge of (or capacity to acquire) consumer credit law, Australian Consumer Law, insurance, contracts, and bankruptcy law.
- Demonstrated interest in and capacity to undertake litigation and duty services in tribunals and courts.
- Awareness of and demonstrated skills in communicating with and advocating for disadvantaged and vulnerable clients.
- Effective communication skills, written and oral, and the ability to work within a multi-disciplinary team.
- Strong organisational skills and the ability to work under pressure, respond to requests for assistance in urgent matters and meet tight deadlines.
- Values consistent with Care's mission and strategic direction, including a commitment to social justice and to assisting low income and vulnerable consumers to enforce their rights.
- (Level 6 only) Unrestricted Practising Certificate and experience with or demonstrated ability to supervise and mentor students and volunteers.

### Desirable

- Experience working in a similar role in a community legal centre or community based environment.
- Experience in supporting people with lived experience of poor mental health or family violence.
- Aboriginal and Torres Strait Islander People and people with disability are encouraged to apply.

## Application Instructions

To apply for this position please submit your current resume and an expression of interest (of no more than two pages) telling us what makes you a great fit for this job by close of business **27 July 2022**. Please email the documents to Ms Agata Pukiewicz, Principal Solicitor at [agata.pukiewicz@carefcs.org](mailto:agata.pukiewicz@carefcs.org).