

POSITION DESCRIPTION

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| Position: | Family Violence/Family Lawyer |
| Duration: | Fixed term until 30 June 2023 |
| Hours and days of work: | 5 days per week (38.0 hours per week) 9am – 5.06pm with ½ hour lunch break (7.6 hours per day) |
| Classification/Salary: | Level 5 (<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>) successful applicant may be offered 5% above award upon successful completion of probation period |
| Reports to: | Manager, Principal Solicitor |
| Date Approved: | July 2022 |

History

The Moonee Valley Legal Service Inc (MVLS) is a not-for-profit organisation which commenced operation in 1985 (previously known as Essendon Community Legal Centre). The centre is a not-for-profit community service managed by a volunteer Board of Management funded primarily by the Commonwealth and State Governments through the CLSP Program. MVLS provides free legal advice, assistance and referrals to people who live, work or study within the City of Moonee Valley catchment, as well as free community legal education to organisations, services and the wider community.

Our Mission

To work with our diverse community to provide high quality, culturally appropriate legal services, community legal education and advocacy.

Our Vision

Social justice and equality for all. To provide a high quality legal service to the most disadvantaged members of the community.

Position Objective

MVLS has a long-standing reputation for its delivery of quality and culturally informed family violence legal assistance to women of multicultural backgrounds. Since 2014, its Safe from Harm Family Violence Program has steadily established strong connections with both community and service providers. In acknowledgement of the diversity within our community MVLS recognises the need to further tailor its service provision to ensure the complexities around accessibility and legal assistance delivery are addressed.

As part of an exciting expansion in its services, MVLS has developed several Health Justice Partnerships providing integrated legal services to break down the barriers for people experiencing health issues to access family violence legal supports. Key partners to this project include

- GenWest
- Cohealth Older persons high rise program
- Better Places Australia Elder Abuse Prevention
- Brotherhood of St Laurence (NDIS)
- Travancore Prevention and Recovery Centre (PARC)
- Centre Against Sexual Assault
- Waratah Community Health Service

MVLS has also recently developed a sophisticated multi-disciplinary approach by integrating a social work case management program to assist women facing a diverse range of non-legal issues and to provide court support. In addition, the coordination of co-located service hub at Wingate Avenue Community Centre (MVLS main office) to include specialist family violence, financial, employment, education, housing, and Centrelink support provides a holistic approach to service deliver. The Family Violence and Family Law Lawyer will be responsible for working in integrated manner to ensure best outcomes for clients.

Main Responsibilities and Duties

Advocacy and Casework

1. Provide responsive legal advice, casework and information to clients seeking assistance with Family Violence and Family Law matters;
2. Provide outreach legal services at the various locations in Moonee Valley as required;
3. Ensure an integrated approach is adopted working in partnership with social workers and other services providers to address non legal issues
4. Work with MVLS lawyers to provide legal advice on intersecting legal matters such as tenancy, employment and migration law;
5. Brief Barristers as required;
6. Liaise with court staff, practitioners and other persons and organisations that impact on the work of the legal service;
7. Ensure that MVLS complies with its obligations under applicable funding agreements and the *Uniform Legal Profession Act*;
8. Perform other duties as required by the Manager or Board of Management.

Community Development & Community Legal Education (CLE)

1. Assist in the development, implementation and evaluation of a broader strategy to conduct community legal education projects based on community development principals, and in accordance with the current work plan of the centre.
2. Attending local network and community meetings, about important legal and developmental issues.

3. Participate in CLE workshops throughout the local area.
4. Liaise with relevant local agencies and community workers in collaboration with CLE.

Compliance, Administration and Supervision

1. Ensure that MVLS complies with professional indemnity insurance requirements;
2. Attend MVLS staff and management meetings as requested;
3. Provide written bi-monthly reports to the Board of Management on the community legal education activities of MVLS;
4. Ensure effective recording of statistics and legal service activities in CLASS and general maintenance of records;
5. Assist in the induction, training and supervision of volunteers and new legal staff as required;
6. Lead by example through clear and effective communication and create a positive team environment;
7. Participate in annual strategic planning and evaluation for the organisation.

Selection Criteria

Essential

- Law degree and eligibility to hold a Victorian Practising Certificate with experience in providing legal advice in family violence and family law matters
- Casework and legal advocacy experience in working with people who have experienced family violence.
- Demonstrated experience with and sensitivity to working with communities from a wide range of cultural, social and economic backgrounds.
- Competencies in delivering legal advice in areas such as fines motor vehicle accidents, consumer issues, social security, civil litigation and other relevant matters.
- Ability to work as part of a small team and collaboratively with other agencies and Board members
- Excellent written and interpersonal communication skills
- Computer literacy and understanding of and experience in the use of information technology
- Ability to create and deliver community legal education to small and large groups, in a simple format suitable for diverse audiences.
- Competencies to develop and maintain partnerships and relationships with community groups, key individuals, agencies and other stakeholders
- Ability to work unsupervised, meet deadlines and initiate own work which is consistent with the philosophy of the Centre and priorities established by the Board of Management.
- Current Victorian Drivers' Licence

Desirable

- Experience in the community sector particularly in Community Legal Centres
- Experience in community development and education in a legal context
- Ability to determine the legal needs of marginalized clients and communities and develop strategies to address those needs.

- Ability to conduct policy work and undertake law reform projects.
- Lived experience of belonging to one or more communities MVLS seek to assertively engage with (Indigenous communities, public housing residents, multicultural communities, people living with disabilities and/or those identifying as LGBTQI+)

Conditions of Employment

As provided for in the *Social, Community, Home Care and Disability Services Industry Award 2010* and the *Community Legal Centres Multi Business Agreement 2006 – 2009*.

Pre-employment Verification

Appointment may be subject to satisfactory completion of screening requirements including but not limited to:

- provision of a current practising certificate
- A valid Employee Working With Children Check
- National Criminal History Check
- verification of work rights in Australia or certified copies of qualifications

In applying, please attach your resume and a cover letter which clearly demonstrates your experience/competency to meet the following Key Selection Criteria

1. Experience providing legal representation in Family Violence and Family law matters along with intersecting legal issues such as Tenancy, Infringement and Consumer matters.
2. Demonstrated experience with and sensitivity to working with communities from a wide range of cultural, social and economic backgrounds
3. Ability to create and deliver community legal education to small and large groups, in a simple format suitable for diverse audiences.
4. Capacity to develop and maintain partnerships and relationships with community groups, key individuals, agencies and other stakeholders