



POSITION DESCRIPTION

Solicitor (DV & Family Law)

Position:	Solicitor (DV & Family Law)
Classifications:	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 Level 5
Duration:	12 month contract, with possibility of extension
Hours of Work:	Full time (38 hours per week)
Reporting to:	Principal Solicitor
Review Date:	Annually, or as required
Position Description Law Reviewed:	September 2022

Overview & Purpose of Position

As a Solicitor of the Gold Coast Community Legal Centre, you are engaged to work co-operatively and effectively with all of the Centre's workers to further the goals of the Centre across all of its service programs, areas of law and activities.

This includes the provision and undertaking of:

- direct client services including legal advice, legal task work and ongoing casework and representation, duty lawyer services, information and referrals
- community legal education, awareness raising, networking and promotional work
- law reform and social policy work
- other work functions/activities as required and across each of the Centre's service programs, areas of law and activities as required.

The objective of the position is to provide family law, domestic violence and civil law legal services to clients of the Centre.

Qualifications and Prerequisites

- Bachelor of Laws Degree
- Holder of / ability to apply for a practising certificate which entitles you to practise as a solicitor in Queensland
- 2 years PAE (ideal but not mandatory)
- Accredited as a Legal Aid Duty Lawyer (or ability to gain accreditation).

Essential Knowledge, Skills and Abilities

Working under supervision and general direction from the Centre's Principal Solicitor, you are required to undertake a range of duties and work functions/activities requiring you to:

- Have a strong client service focus and commitment to working with vulnerable and disadvantaged clients
- Commitment to understanding the legal and social issues that impact on access to justice
- The ability to work collaboratively with fellow staff and volunteers to ensure all services are delivered in a consistent and holistic manner
- have knowledge of organisational programs, policies and activities
- have knowledge of the role of the organisation, its structure and services
- undertake a range of functions within the organization requiring the application of a high level of knowledge and skills to achieve results in line with the organisation's goals
- set priorities and monitor work flow in your area of work
- provide reports on progress of activities as required.
- exercise a high level of written and oral communication and interpersonal skills
- otherwise undertake duties and exercise knowledge, skills and experience characteristic of an employee at your level as required.

Duties of the Position

To undertake the following across all of the Centre's services and programs, areas of law and activities:

Direct Client Services

- Provision of legal advice, legal task assistance, representation and ongoing casework services, together with information and referrals, including:
 - the provision of legal advice via face to face and telephone services, as well as other means as required
 - the identification and provision of legal task assistance including drafting, settling and preparing letters and other documents, making telephone calls and undertaking other liaisons on behalf of clients
 - the provision of duty lawyer services
 - identification and carriage of ongoing casework and representation including:
- drafting, settling and preparation of letters and other written communications
 - ii. drafting, settling and preparation and completion of forms, applications and other documents
 - iii. effecting negotiations for and on behalf of clients including but not limited to liaison and negotiation with government agencies, non-government service providers, professionals and other stakeholders
 - iv. effecting representation of clients including appearing before various Courts, Tribunals and Commissions
 - v. undertaking other casework tasks aimed at the provision of ongoing legal services
- the provision of information and referrals that seek to ensure that clients are provided with a holistic service, including to: establish and maintain an up to date knowledge of key referral points; identify key referral needs of clients, and link clients to those referral points.

- Provision of other direct client services, as required. Community legal education, awareness raising, promotional work, networking and related activities
- If required, identify, initiate, organize, provide and deliver community education, awareness raising, publicity/promotional and related activities, including:
 - talks, presentations, workshops and other group activities
 - radio sessions
 - stalls
 - meetings; and
 - other activities as required via face to face, online or other mechanisms.
- To develop, maintain and strengthen the Centre's professional and organizational networks and relationships as required, including through:
 - attendance and active participation at regular professional and other networks
 - attendance and active participation at ad hoc networks and events
 - working co-operatively and in collaboration with other organisations to provide effective services and improve service responses for the benefit of members of the community who are disadvantaged. Law reform and social policy work
- To identify, research, draft, settle and otherwise undertake law reform and social policy work aimed at addressing systemic issues affecting members of the community who are disadvantaged.
- To provide advice at the Centre evening clinic, as required.
- Ensure advices and files are kept in accordance with the Centre's Risk Management Guide

Student Education Programs

- Support the Centre's clinical legal education programs by working with students as requested.

Team Meetings, Training & Professional Development

- To attend and participate in Centre team meetings including:
 - staff meetings
 - professional staff meetings; and
 - other meetings as required.
- To attend and participate in regular supervision meetings, professional development and other training and development as required.

Other Functions and General Duties

- Ensure compliance with the requirements of professional indemnity claims prevention procedures and insurance requirements, and undertake miscellaneous administrative duties for the purpose of professional indemnity and insurance requirements.
- Have a comprehensive knowledge of GCCLC policies, procedures, guidelines and quality assurance standards as they may exist from time to time.
- Co-operate with other staff members to assist with the smooth operation of the day to-day activities of the organisation.
- Assist with internal housekeeping needs

- Undertake various computing, word processing and administration duties including typing, filing and photocopying from time to time as may be required for the efficient management of files.
- Be familiar and able to use the database system CLASS
- Undertake other duties as directed from time to time by the Director, or the Responsible Person.
- Be aware of and comply with the Centre's Risk Management Guide, and the Centre's Policies and Procedures Manual
- Attend staff, team and forum meetings as required
- Participate in strategic planning and team building activities undertaken by the Centre

Accountability and Reporting

- To the Centre's Principal Solicitor on a day to day basis
- Timely and regular reporting including:
 - preparation of case studies and obtaining of client consent re same
 - completion of monthly service report
 - reporting back from networking and other activities, including in relation to the organisation's involvement and contributions in relation to those activities; and
 - other reporting as required.
- Assist with the collection of statistical and other service information, including by ensuring that all legal service notes are completed and submitted in a timely manner and otherwise in accordance with Centre requirements.