

POSITION DESCRIPTION: Family Violence Coordinator

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| Title: | Family Violence Coordinator |
| Status: | Full-time |
| Reports to: | Director of Legal Practice – Group A |
| Classification: | Social Community Home Care and Disability Services Industry Award |
| Salary: | SCHCADS Award rate (based on skills and experience) plus superannuation and generous salary packaging |

About SMLS

Established in 1973, South-East 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 Family Violence Coordinator (FVC) is responsible for supporting the activities of the Family Violence and Early Resolution Team – including the Duty Lawyer Program at the Dandenong Magistrates' Court; and the victim legal support services, ISSA Integrated Services for Survivor Advocacy.

These programs contribute to services of excellence for community members who would otherwise be unrepresented or unsupported through often complex and challenging justice processes. The SMLS Family Violence & Victim Support Services (SFVVSS) is committed to integrated service delivery, access to justice and contributing to the broader policy engagement of the organisation.

The FVC supports the Director to coordinate the Family Violence & Victim Legal Services Team, ensuring staff have (or are supported to acquire) the skills and knowledge to provide family violence services of excellence. The FVC models and promotes an environment of support and mentorship for junior staff.

STRATEGIC OBJECTIVES

The role supports the SMLS' strategic objectives: practitioners of the future, empowered communities, integrated person-centred services.

The role should be able to demonstrate a working knowledge of these objectives and be able to implement them through their duties. For more information about our strategic objectives, read SMLS' Strategic Plan 2021-2025 [here](#).

POSITION RESPONSIBILITIES

Team Leadership and Legal Practice

- Assist with coordination, and achievement of tasks across the (SFVVSS) to achieve the SMLS strategic goals.
- Facilitate the planning, coordination, development, and evaluation of operations for (SFVVSS).
- Promote effective external stakeholder engagement, particularly with the Dandenong Magistrates' Court.
- Establish and consolidate a positive relationship with the new Children's Court in Dandenong.
- Undertake a range of duties including (but not limited to) developing practices and procedures, problem definition, planning, exercise of judgement.
- Exercise autonomy in establishing the operation of the work area including delegating programming, coordinating workflows, and delivering staff supervision.

- Provide a safe learning environment for all members of the team including identifying and implementing training programs for continued professional development.
- Provide supervision and training for new Duty Lawyers commencing in the Family Violence team.
- Encourage team members to contribute to ways of bettering the service and the relationships with stakeholders.
- Provide high quality legal advice across areas of practice
- Provide ongoing casework that is highly organised and of a standard of excellence
- Participate in strategic litigation and projects as directed by the Legal Practice Director to address systemic legal disadvantage experienced by priority clients in our region.
- Prepare written reports on activities related to allocated responsibilities including the preparation of case studies and other materials for reporting and compliance purposes.

Organisational Participation

- Participate in organisational strategic planning initiatives and projects
- Contribute to a healthy, productive organisational culture where work practices, decision making, and behaviour reflect SMLS philosophy and values
- Develop and strengthen networks, engaging the support and involvement of a range of individuals and organisations
- Perform other duties as directed and necessary for the proper performance of the role

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

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.

POSITION REQUIREMENTS

Essential Selection Criteria

- A Bachelor of Laws, or Juris Doctor, or relevant degree and/or associate diploma, with substantial practical experience (No less than four (4) years post-admission practice)
- Eligible to practice law in Victoria
- Experience in practice areas including but not limited to family violence and victims of crime compensation
- A commitment to social justice
- Excellent communication and interpersonal skills.
- Mentoring or Supervision of junior staff, volunteers or students.

Personal Attributes:

- The ability to work within strict deadlines, independently and with minimal supervision.
- Demonstrate a solutions and outcomes focus, maintaining a steady line of sight to the impact of our actions for our clients.
- Ability to demonstrate initiative and openness to change, with a receptiveness to new ideas.
- Exercises initiative and identifies opportunities to improve service delivery.
- The capacity to reflect on own work performance.
- A commitment to SMLS values and to creating a positive work environment.

Location and Work Outside Office Hours

The position will be based between the SMLS offices in Springvale and Narre Warren, 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.