

## POSITION DESCRIPTION

<b>POSITION:</b>	Youth and Family Violence Lawyer
<b>EMPLOYMENT TYPE:</b>	Full Time, 38 hours per week
<b>POSITION HOURS:</b>	Monday to Friday, 7.6 hours per day between the core hours
<b>REPORTS TO:</b>	Legal Practice Manager
<b>AWARD:</b>	Social Community Home Care and Disability Services Award (SCHCADS)
<b>AGREEMENT:</b>	Multi-Business Agreement (MBA)
<b>REMUNERATION:</b>	SCHCADS Award Level 5

## ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre which operates in one of the fastest growing areas of Melbourne and has a significant catchment including the Merri-bek, Hume and Mitchell Shire Local Government Areas. The NCLC operates from a central office located in Broadmeadows with outreach clinics to other service areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. However, NCLC recognizes that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including; newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues, and have aligned our service delivery accordingly.

NCLC employs over 24 staff including 11 lawyers to provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under and other people facing systemic barriers. Our main office is in Broadmeadows and we assist clients at a range of outreach locations as well as providing telephone and face to face appointments.

## POSITION OBJECTIVES

The Youth and Family Violence Lawyer will work with a dynamic and justice minded Legal Team to provide high quality legal services, including advice, casework, and court representation to eligible clients across a range of legal practice areas, with a particular focus on youth and victim/survivors of family violence. The Youth and Family Violence Lawyer will have the opportunity to develop and implement community legal education programs and other projects aimed at increasing access to justice among young people and victim/survivors of family violence in our region. The Youth and Family Violence Lawyer will raise awareness of NCLC's service by working with our local priority client groups, community organizations, schools and other stakeholders to raise awareness of NCLC's service, to ensure our legal services are targeted at marginalised and at-risk young people in our region. The Youth and Family Violence Lawyer will work alongside our Community Development Team, including our project teams to ensure that our service is accessible to priority clients and that clients engaging with our service are assisted holistically with social supports in mind.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide generalist legal advice, casework, advocacy and court representation in a range of practice areas in which young people and victims of family violence experience disadvantage, including debt, infringements, motor vehicle accidents, consumer law, intervention orders, family law and summary crime.
2. Provide duty lawyer representation to Applicants and AFMs seeking the protection of a family violence intervention order at the Broadmeadows Magistrates' Court.
3. Participate in NCLC's legal advice service at our main office, and at our various outreach locations in Hume, Merri-bek and Mitchell Shire.
4. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.
5. Participate in key legal projects as directed by the Legal Practice Manager to address systemic legal disadvantage experienced by priority clients in our region.
6. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities.
7. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.
8. Assist with the supervision and mentoring of legal volunteers, and at the direction of the Legal Practice Manager provide training and support to other legal staff.
9. Perform all necessary administrative work necessary, including accurate record-keeping in accordance with NCLC policies and procedures.

### **Community Development, Legal Education and Law Reform**

10. In collaboration with the Community Development Manager and the Legal Practice Manager, identify and develop opportunities and projects for community legal education, community development and law reform initiatives.
11. Promote NCLC's youth and family violence service to young people, schools and other relevant community groups by participating in networks, working groups and other forums, including social media.
12. Promote awareness of young people's legal rights and responsibilities through participation in public forums, the media, social media and school presentations as directed by the Legal Practice Manager.
13. Assist the Legal Practice Manager in the preparation of law reform submissions, funding applications and community legal education publications.
14. Liaise with partner and other organizations and agencies to ensure positive relationships in particular with outreach partner organizations,

## **POSITION REQUIREMENTS**

### **Essential Selection Criteria**

1. Eligibility to hold an unrestricted Victorian practising certificate and a minimum of 2 years' post admission experience.
2. An understanding of the legal needs of marginalised young people and victims of family violence from newly arrived and refugee backgrounds.
3. Experience in providing legal advice, casework and advocacy to young people and victims of family violence in a range of generalist legal matters including, family, civil and criminal law.
4. Demonstrated high level written and spoken communication skills, including public speaking.
5. Ability to create and deliver community legal education to small and large groups
6. The ability to communicate effectively with external stakeholders and networks to promote NCLC's services and strategic goals within our region.
7. Effective time management, interpersonal skills including the ability to work in a team environment and administrative skills, including a high level of computer literacy,
8. A current Victorian driver's licence, with access to a vehicle.
9. Hold a current Working with Children check.

### **DESIRABLE SELECTION CRITERIA**

10. Community language or experience working with people from CALD backgrounds.
11. Experience working with young people or victims of family violence in the community Legal sector.