

POSITION DESCRIPTION

POSITION:	Youth Lawyer
EMPLOYMENT TYPE:	Full Time, 38 hours per week
HOURS OF WORK:	Monday to Friday, (7.6 hours per day between the core hours)
REPORTS TO:	Senior Project Lawyer
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi Enterprise Agreement (MEA) 2024-2027
REMUNERATION:	SCHCADS Award Level 4 or 5

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit generalist 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. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. 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. We have growing legal and community development teams undertaking a range of innovative projects and programs to identify and support those with the greatest legal needs.

NCLC values an inclusive, flexible and supportive environment and are committed to providing a culture towards our clients, staff and stakeholders that reflects our values:

- **Respectful:** Acting with integrity, inclusiveness and accountability to each other, our clients and the community
- **Innovative:** Using creativity and flexibility to find the best possible solutions for our clients
- **Connecting:** Working with our community to achieve shared goals
- **Passionate:** Caring and supportive
- **Outstanding Service:** Delivering beyond expectations

Staff are offered:

- A supportive work environment, working alongside passionate and talented professionals, supported by an experienced management team.
- A deep commitment to your ongoing professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports individuals.
- 5 weeks annual leave on top of Christmas to New Year paid leave.
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).

POSITION OBJECTIVES

The Youth 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 clients. The Youth 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 in our region. The Youth Lawyer will engage with youth stakeholders including schools, youth mental health services and other organisations working with young people, to bring awareness of NCLC’s service and identify legal needs of young people.

The Youth 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 experience disadvantage, including summary crime, debt, infringements, motor vehicle accidents, consumer law and intervention orders.
- 2. Participate in NCLC’s legal advice service at our main office, and at our various outreach locations in Hume, Merri-bek and Mitchell Shire.
- 3. Apply NCLC’s casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.
- 4. Participate in key legal projects as directed by the Senior Project Lawyer, or Director of Legal Practice to address systemic legal disadvantage experienced by priority clients in our region.
- 5. Assist the Senior Project Lawyer, or Director of Legal Practice in the preparation of written reports on activities related to allocated responsibilities.
- 6. Assist with the supervision and mentoring of legal volunteers, and at the direction of the Senior Project Lawyer, or Director of Legal Practice, provide training and support to other legal staff.
- 7. Perform all necessary administrative work necessary, including accurate record-keeping in accordance with NCLC policies and procedures.

Community Development, Legal Education and Law Reform

- 8. In collaboration with the Deputy CEO and the Director of Legal Practice, identify and develop opportunities and projects for community legal education, community development and law reform initiatives.
- 9. In collaboration with the Deputy CEO, identify and develop relationships with key Youth stakeholders and promote NCLC’s youth service to young people, schools and other relevant community groups by participating in networks, working groups and other forums, including social media.
- 10. 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 Senior Project Lawyer, or Director of Legal Practice.

11. Assist the Senior Project Lawyer, or Director of Legal Practice in the preparation of law reform submissions, funding applications and community legal education publications.
12. Liaise with partner and other organizations and agencies to ensure positive relationships in particular with outreach partner organizations,

POSITION REQUIREMENTS

Essential Selection Criteria

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

DESIRABLE SELECTION CRITERIA

11. Community language or experience working with people from CALD backgrounds.
12. Experience working with young people in the community Legal sector.