

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

POSITION:	Community Lawyer, Wallan
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 7.6 hours per day between the core hours
REPORTS TO:	Senior Lawyer, Wallan
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Victorian Community Legal Centres Multi-Enterprise Agreement 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 OBJECTIVE

The Community 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 in our Wallan office. The Community Lawyer will have the opportunity to develop and implement community legal education programs and other projects aimed at increasing access to justice among our priority clients in our region. The Community Lawyer will raise awareness of NCLC's service by working with our local priority client groups, community organizations and other stakeholders to raise awareness of NCLC's service and to ensure our services are appropriately targeted at NCLC's priority clients. The Community 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 law legal advice, casework, advocacy and court representation with our priority clients experiencing disadvantage, including infringements, debt, motor vehicle accidents, consumer law, intervention orders, family law, victims of crime, child protection, and summary crime, under the supervision of the Senior Lawyer, Wallan.
2. Participate in NCLC's legal advice service at our Wallan office, and at our various outreach locations in Mitchell Shire, under the supervision of the Senior Lawyer, Wallan.
3. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance, under the supervision of the Senior Lawyer, Wallan.
4. Participate in key legal projects as directed by the Director of Legal Practice and Senior Lawyer, Wallan, to address systemic legal disadvantage experienced by priority clients in our region.
5. Contribute to the preparation of written reports on activities related to allocated responsibilities at the direction of the Director of Legal Practice.
6. Perform all necessary administrative work necessary, including accurate record-keeping in accordance with NCLC policies and procedures.

Community Development, Legal Education and Law Reform

1. Contribute to the identification and development of opportunities and projects for community legal education, community development, and law reform initiatives, under the direction of the Deputy CEO and Director of Legal Practice.
2. Deliver community legal education, community development and law reform initiatives, including providing presentations and workshops as directed by the Senior Lawyer, Wallan and Director of Legal Practice.
3. Promote NCLC's services to community groups by participating in networks, working groups and other forums, including social media.
4. Contribute at the direction of the Director of Legal Practice in the preparation of law reform submissions, funding applications, and community legal education publications.

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. Demonstrated practice experience across a range of legal areas, including
4. Demonstrated high level time management, organisational and administrative skills.
5. Demonstrated high level written and verbal communication skills.
6. Demonstrated understanding of, and sensitivity to working with vulnerable clients.
7. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
8. Demonstrated computer literacy and experience in undertaking administrative duties.
9. Demonstrated commitment to access to justice.
10. The ability to work collaboratively with others and to foster a co-operative and supportive team environment.
11. Demonstrated effective time management and interpersonal skills.

Desirable Selection Criteria

1. Community language or experience working with people from CALD backgrounds.
2. Experience working in the community sector.