

Position Title – Community Lawyer

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| Division: | Family and Community Services – commUnity+ Legal |
| Award and Classification: | Victorian Community Legal Centres Multi-Enterprise Agreement 2024 - 2027 / Social and Community Services Employee, Level 5 |
| Position ID | CLCCL01 |

Position Objective:

commUnity+ Legal is a generalist community legal centre providing free legal services to disadvantaged and diverse communities across the Brimbank and Melton local government areas.

The Community Lawyer plays a vital role in delivering high-quality legal advice, casework, advocacy, and community legal education. This position also supports the delivery of legal services through outreach-based clinics, including conducting client interviews and providing legal assistance as required.

In addition to direct service delivery, the Community Lawyer contributes to identifying systemic legal issues and supports law reform initiatives under the guidance of the Director commUnity+ Legal, Generalist Lead Lawyer, or Family Law Lead.

The Community Lawyer demonstrates a strong commitment to social justice and community impact, consistently delivering high standards of legal practice with a focus on meeting the legal needs of vulnerable and marginalised communities.

Part A: Organisation

Organisation, Vision, Purpose and Values

Our Organisation:

Comm Unity Plus Services Ltd (operating as commUnity+) is a multidisciplinary organisation located predominantly across Melbourne's western suburbs. We strive to enable positive change and growth for people through a range of prevention and early intervention programs including Community Education, Children's Contact Services, Neighbourhood House, Legal Services and community engagement and development activities.

commUnity+ has grown from a small residents' action group in Deer Park to a large community-based organisation that delivers programs from multiple locations. Our Head Office is located at Keilor Downs.

Our clients and participants are people facing disadvantage, hardship and social exclusion, with particular focus on members of communities new to Australia. We support vulnerable children and women, and those who need a helping hand to achieve justice and fairness when dealing with governments and the legal system.

commUnity+ is a company limited by guarantee and is a registered charity endorsed as a Deductible Gift Recipient with the Australian Charities and Not-for-profits Commission. commUnity+ receives funding from Local, State and Commonwealth Government departments; and partners with private, community and government agencies to enhance our service delivery, including through allied services, and to increase access for our communities.

Our Vision:

For all people, families and communities to thrive.

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| Our Purpose: | |
| We empower and support people by unlocking pathways to connection, learning, work and justice. | |
| Our Values: | |
| Empowerment: | We respect the strength of our communities and support people to have agency over their own lives. |
| Compassion: | We embrace the lived experience of all people and approach our work with kindness, care and courage. |
| Collaboration: | We work well together as one team and with our partners to deliver holistic services. |
| Responsiveness: | We listen to diverse communities, measure impacts and make informed decisions about the services we provide. |
| Accountability: | We are responsible and self-reflective. We acknowledge and celebrate achievements. |
| Our Services: | |
| <ul style="list-style-type: none"> • Community Education (RTO) accredited and non-accredited training across a range of Programs • Legal Services (commUnity+ Legal) • Family Services (including Children’s Contact Service and other family support) • Neighbourhood House • Community engagement and development projects and activities | |

Part B: Operational Context

| Legal Services (commUnity+ Legal) | |
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| <p>commUnity+ operates commUnity+ Legal, funded by State and Commonwealth governments and supported through philanthropic project funding, to provide free legal services for people who live, work or study in the Brimbank, Melton and Bacchus Marsh communities.</p> <p>commUnity+ Legal operates as a multi-site community legal centre and delivers services across a range of projects and outreach sites across the West, operating generalist and specialist legal clinics, providing outreach services through key community organisations, undertaking casework, delivering legal representation, and actively contributing to social justice and law reform.</p> <p>For more information please visit https://www.comm-unityplus.org.au/legal-services</p> | |

Part C: Position Specifications

| Relationships | |
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| Division: | Family & Community Services |
| Program/Team: | commUnity+ Legal |

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| Location: | <p>This position operates across commUnity+ sites and third-party locations throughout Melbourne's western suburbs, as required for work purposes.</p> <p>Usual commUnity+ work locations for this role may include any commUnity+ office, outreach site, third-party location, or other service delivery location where commUnity+ regularly provides services, including locations identified through rostered arrangements or operational requirements.</p> <p>The role requires regular attendance at, and work from, multiple commUnity+ work locations to support service delivery and assist with achieving program objectives.</p> |
| Reports to: | Generalist Lead Lawyer or Family Law Lead |
| Indirectly Reports to | Director commUnity+ Legal Executive Director Client Services |
| Internal: | Senior Leadership Team, Corporate Staff, Other program staff, Senior Lawyers, Community Lawyers, Office Manager, Administrative Staff, Volunteers and Student Placements |
| External: | Clients, Community Stakeholder Groups, Funding agencies |

| Key Accountabilities |
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| A. Provision of Legal Casework and Advice B. Community Legal Education and other Community Development Activities C. Law Reform and Advocacy D. Compliance, Risk and Accountability E. Stakeholder and Community Engagement F. Other |

| Key Accountabilities |
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| <p>A. Provision of Legal Casework and Advice</p> <ul style="list-style-type: none"> • Deliver legal assistance across commUnity+ Legal's practice areas, including infringements, criminal law, family law (divorce, parenting, property), family violence, motor vehicle accidents (MVA), VOCAT, and civil and consumer law, as directed. • Represent clients in courts and tribunals, including duty lawyer services. • Conduct client interviews and provide legal assistance at outreach locations across Melbourne's west. • Maintain an active caseload and manage files in accordance with professional standards. |

- Prepare briefs for counsel or other legal professionals as required.
 - Collaborate with lawyers and community service professionals to address clients' legal and non-legal needs.
 - Ensure accurate and timely data collection to meet legal practice and funding requirements.
- B. Community Legal Education and other Community Development Activities**
- Develop and deliver targeted community legal education sessions and service presentations.
 - Provide secondary consultations to staff of partner services to build legal capacity and awareness.
- C. Law Reform and Advocacy**
- Demonstrate a commitment to social justice by identifying and responding to systemic legal issues and barriers affecting disadvantaged communities in the Brimbank and Melton region.
 - Support law reform initiatives and advocacy efforts in collaboration with the Director commUnity+ Legal and Lead Lawyers.
- D. Compliance, Risk and Accountability**
- Contribute to the strategic direction of commUnity+ Legal through the delivery and reporting of legal projects.
 - Maintain high standards of file management, case notes, and reporting.
 - Assist the Legal Program Leadership with program and project coordination, including monitoring and evaluation activities.
 - Comply with all relevant legislation, professional obligations, organisation and program specific internal policies and procedures.
- Stakeholder and Community Engagement**
- Build and maintain relationships with stakeholders through participation in community development activities, working groups, and professional development.
 - Support the supervision and development of volunteers and student placements as appropriate.
- E. Other**
- Actively participate in and contribute to the broader activities of commUnity+.
 - Carry out any lawful, safe, and reasonable instructions consistent with the employment contract and the requirements of the role.

Part D: Person Specification

| Key Selection Criteria | |
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| Essential: | <ul style="list-style-type: none">• Demonstrated experience in providing legal advice, casework, and representation across relevant areas of law, including infringements, criminal law, family law, family violence, VOCAT, motor vehicle accidents, and civil/consumer law. Experience in duty lawyering and representing clients in courts and tribunals. |

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| | <ul style="list-style-type: none"> • Highly developed interpersonal skills, with a demonstrated ability to work effectively with clients from culturally diverse backgrounds and those experiencing social disadvantage. • Ability to manage a large and diverse caseload, prioritise competing deadlines, and work effectively under pressure as part of a busy legal team. • Ability to work independently at offsite outreach locations and manage tasks and workloads related to mobile service delivery. • Strong verbal and written communication skills, with the ability to tailor messaging for a range of audiences and purposes, including legal advice, community education, and stakeholder engagement. • Proficiency in Microsoft Office applications (Word, Outlook, PowerPoint, Excel, Publisher, Access), Zoom, and Microsoft Teams, with the ability to generate correspondence and manage communications independently. • High level of professionalism, integrity, and accountability and alignment with commUnity+ values. |
| Desirable: | <ul style="list-style-type: none"> • Experience working in a Community Legal Centre • Experience working with communities in the Brimbank Melton region • Proficiency in a community language |

| Qualifications | |
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| Essential: | <ul style="list-style-type: none"> • Bachelor of Laws/Juris Doctor • Admitted with at least 2 years post admission experience • Victorian Legal Practising certificate or eligibility to obtain one |
| Desirable: | <ul style="list-style-type: none"> • NA |

| Other Requirements | |
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| Essential | <ul style="list-style-type: none"> • A Valid Working with Children's Check • Current Criminal Records Check, and ongoing validity. • Current valid Victorian Drivers Licence and access to a vehicle. • Able and willing to travel to other locations to work. |

Part E: Declaration

| Declaration | |
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| <p>My position description has been explained in detail and I understand this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, there may be other reasonable duties within my skills and experience that I may be requested to undertake. I hereby accept the accountabilities and authority as outlined.</p> | |
| Employee | Name Signature Date: / / |
| Manager | Name Signature Date: / / |