

Position Description

Position Identification			
Position Title:	Community Lawyer - SSRV		
HRIS Position Number:	Not applicable	Effective Date:	May 2026
Location:	West Heidelberg and other Holstep Health sites as required. Travel to and work from other locations, include outreach locations, will be required.		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Level 5		
Organisational Context			
Divisional:	Healthy Communities		
Reports to:	Managing Lawyer - SSRV		
Program:	Community Legal Services	Unit :	
Position Summary			
<p>Holstep Health provides more than 120 health and social care services to people in the north, north-west and north-east of metropolitan Melbourne, as well as statewide services with Carer Gateway, Gambler’s Help and Social Security Rights Victoria (SSRV).</p> <p>The Community Legal Services Program at Holstep Health includes West Heidelberg Community Legal and Social Security Rights Victoria. Social Security Rights Victoria is a state-wide community legal service that specialises in social security and related law, policy and procedure.</p> <p>Reporting to the Managing Lawyer – SSRV and working under the leadership of the Principal Lawyer and Manager – Community Legal Services and Director – Healthy Communities, the Community Lawyer – SSRV is responsible for delivering high quality legal information, advice, casework and representation services to vulnerable and disadvantaged community members experiencing social security-related legal needs. The Lawyer – SSRV will contribute to the development and delivery of community legal education activities and resources. The role will involve regular outreach activities.</p>			
Position Accountabilities			
Responsibilities	<ul style="list-style-type: none"> • Develop and maintain knowledge of relevant legislation, policy, practices and resources relevant to the role. • Provide high quality legal information, advice, casework and representation services. • Provide information, advice, secondary consultation and casework support, as appropriate, to community lawyers and workers who are assisting their clients with social security matters. • Maintain accurate and current client records and an appropriate case management system, including undertaking regular file reviews. • Maintain client and service data, monitoring and reporting records as required. • Contribute to monitoring and reporting of project or service deliverables, as required. • Participate in regular supervision, casework and staff meetings. • Contribute to the development and delivery of community legal education activities and resources. 		



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	<ul style="list-style-type: none"> Identify trends and issues arising from casework and stakeholder engagement. Contribute to stakeholder engagement and participate in relevant networks and forums. Participate in regular outreach activities and maintain relationships with project partners. <p>Other duties</p> <ul style="list-style-type: none"> Undertake other duties as reasonably directed by the Principal Lawyer or Manager Community Legal Services in line with the incumbent's skills and experience.
Safety and Risk	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with OHS Frameworks. The incumbent must champion continuous improvement of OHS practices. <p>Physical Inherent Requirements (PIR)</p> <ul style="list-style-type: none"> Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes Sound upper limb joints, with the ability to withstand repetitive upper limb activity May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> Assessing, monitoring and reviewing emerging risks Identify and analyse risk against the corporate risk appetite – understand where major areas of risk exist and ensure level of acceptable risk exposure according to corporate risk appetite Supporting risk management framework across Holstep Health Understand and implement accreditation standards that apply to team and organisation Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <p><i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ community and those living with a disability to join our workforce.</i></p>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Holstep Health's Capability Matrix.
Key selection criteria	
Essential	<ul style="list-style-type: none"> Admitted to practice as an Australian Lawyer.

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	<ul style="list-style-type: none"> • A minimum of one year post admission experience in relevant jurisdictions. • Holder of current Victorian practising certificate. • Understanding of and/or capacity to develop expertise in relevant areas of law and practice, with a focus on social security and administrative law. • Capacity to assist in the planning and evaluation of projects and service activities. • Demonstrated experience in client file management work, and capacity to follow file and risk management procedures. • Flexible and proactive, with strong organisational and time management skills, including the ability to manage competing demands, prioritise tasks and solve problems. • Excellent verbal, written and presentation communication skills. • Strong teamwork and interpersonal skills. • Demonstrated competency in the use of IT systems, including the use of client databases to effectively achieve the requirements of the role. • A strong commitment to social justice and an understanding of integrated models of assistance to meet the needs of disadvantaged communities. • Current full or probationary drivers license
Desirable	<ul style="list-style-type: none"> • Understanding of the legal assistance sector. • Experience in community legal education, law reform and legal policy work.
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police check • Evidence of rights to work within Australia • Immunisation Category C • Statutory Declaration