

Role Description

Family & DV Lawyer



Organisation	Caxton Legal Centre
Business Unit/Practice	Family, Domestic Violence and Elder Law Practice
Location	Brisbane
Reports to	Managing Senior Lawyer (Family Law & DFV)
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5 or 6
Approved By	CEO
Date of Approval	March 2026

Overview of Caxton

Caxton Community Legal Centre's purpose is to promote and protect human rights in Queensland through access to justice. Caxton provides accessible legal information so people know their rights and can prevent or respond to legal problems. Prioritising those who experience disadvantage, trauma and marginalization, Caxton provides free, high-quality legal assistance and social supports. Caxton advocates for reform to unfair laws, policies and systems. Working collaboratively with volunteers and community partners, Caxton reaches underserved populations. We do all of this to create a more just and inclusive Queensland.

Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

This role is responsible for providing legal advice and casework across the Family Law and Domestic Violence programs of Caxton, inclusive of rostered duty lawyer services in Brisbane and representation at Family Dispute Resolution Conferences. The role also contributes to supervising volunteers, supervising student legal clinics (family law), supervising PLT students and secondees, delivering community legal education, and contributing to law reform.

Key accountabilities

- Apply in-depth existing knowledge of relevant areas of law to deliver legal advice and casework within the family law and domestic violence programs, including as a rostered duty lawyer (approx. 2 days per week) Work collaboratively with social workers to provide holistic, client-centered services to diverse clients within a human rights framework
- Deliver community education, engage in sector development and networking, contribute to law and policy reform
- Provide supervision to restricted practitioners, PLT students, secondees and volunteers (level 6 role and not line management)

Key challenges

- Providing trauma-informed, culturally appropriate, client-centred and high quality services within the constraints of program activities especially as a duty lawyer.
- Identifying clients who require ongoing legal and non-legal support and undertaking well-scoped work and/or making appropriate referrals to other programs of Caxton
- Working in a multidisciplinary practice framework for the holistic benefit of clients

Key relationships

Who	Why
Internal	
• Managing Senior Lawyer (family law and DFV)	• For direction, support and supervision (line manager)
• Practice Director, Family Domestic Violence & Elder Law	• Any legal risk and oversight of the program/role will be managed by this Director
• Social workers	• To provide a holistic service to clients beyond legal advice
• Client Services	• For intake and triage of centre-based clients (not duty lawyer) and clinics
External	
• Clients	• Provide safe, respectful client engagement
• Key referral partners	• Court-based stakeholders for efficient and effective duty lawyer services

Role dimensions

Decision making

Identify and refer clients with social welfare issues to social workers

Scope of additional services

Conflicts of interest issues (level 6)

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Demonstrated 2 years post-admission experience in the areas of family law and domestic violence (5+ years for level 6)

Bachelor of Laws

Eligible for admission as a legal practitioner of the Supreme Court of Queensland

Current Practising Certificate (unrestricted)

A criminal history check, and a Working with Vulnerable People / Blue Card check will be undertaken for this position on the recommended applicant/s due to the nature of the work involved.

Ability to complete the Legal Aid Queensland domestic and family violence duty lawyer accreditation

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: