

# WEstjustice

<b>Job Title</b>	<b>Youth Lawyer (full time; 38 hours per week)</b>
<b>General</b>	
<b>Purpose</b>	To provide legal assistance, casework services, community legal education and development, policy and grants work to 'at risk' youth in the western suburbs in accordance with the strategy and aims of WEstjustice.
<b>Reports to</b>	Principal Lawyer (in regard to legal practice responsibilities) and Director of Policy & Community Development
<b>Term</b>	TBA
<b>Scope</b>	<p>You will be a Youth Lawyer working across the various programs within the Youth Law Team. These may include:</p> <ul style="list-style-type: none"> <li>• School Lawyer Program</li> <li>• Youth Law Clinics</li> <li>• Outreach legal services (as these are developed and implemented)</li> <li>• Other WEstjustice Legal Clinics</li> <li>• School Myki Program</li> </ul> <p>Within these programs, your responsibilities may include providing legal services, advice, court appearances and policy development. You may be required to work at multiple sites during the course of your employment. Time in lieu by agreement and occasional work outside normal office hours may be required.</p>
<b>Responsibilities</b>	
<b>General</b>	<p><b>The Youth Lawyer will be responsible for meeting the following objectives:</b></p> <ul style="list-style-type: none"> <li>• The maintenance of strategic partnerships for the purpose of engaging 'at risk' youth with legal issues and services.</li> <li>• The delivery of legal services, through advice and casework for youth in the western suburbs.</li> <li>• Other relevant work as directed.</li> </ul> <p>In addition, all staff are expected to attend regular staff meetings and to contribute to the broader work of the legal center sector.</p>
<b>School Lawyer Program</b>	<p><b>Within the School Lawyer Program, the Youth Lawyer will be responsible for meeting the following objectives:</b></p> <ul style="list-style-type: none"> <li>• Engaging with the school community for the purpose of assisting 'at risk' youth and their families.</li> <li>• Addressing legal issues and services through: <ul style="list-style-type: none"> <li>○ Legal advice, casework and referral for students and their families.</li> <li>○ Community legal education to students, staff and families.</li> <li>○ Group Work and Projects in partnership with school staff.</li> <li>○ Social media presence.</li> <li>○ Public advocacy about the role.</li> <li>○ Assistance with monitoring and evaluating the Programs success.</li> </ul> </li> </ul> <p><b>In the School Lawyer Program, the Youth Lawyer is required to participate in the following:</b></p> <ul style="list-style-type: none"> <li>• Student Wellbeing Team meetings,</li> </ul>

	<ul style="list-style-type: none"> <li>• Excursions and Incursions (where they relate to legal education and broader relationship development),</li> <li>• Parent Information Nights,</li> <li>• Relevant school meetings/assemblies as well as external local network meetings.</li> <li>• Relevant internal and/or external training.</li> </ul>
<b>Youth Law Clinics</b>	<p><b>Within the Youth Law Clinics, the Youth Lawyer will be responsible for:</b></p> <ul style="list-style-type: none"> <li>• Engaging with the various health &amp; wellbeing services and stakeholders involved in the multidisciplinary youth services.</li> <li>• Addressing legal issues through: <ul style="list-style-type: none"> <li>○ Legal advice, casework and referrals.</li> <li>○ Community legal education.</li> <li>○ Public advocacy about the role and program.</li> <li>○ Assistance with monitoring and evaluating the Programs success.</li> </ul> </li> </ul> <p><b>In the Youth Law Clinics, the Youth Lawyer is required to participate in the following:</b></p> <ul style="list-style-type: none"> <li>• Relevant stakeholder and health &amp; wellbeing services meetings.</li> <li>• Relevant internal and/or external training.</li> </ul>
<b>Other WEstjustice Clinics</b>	<p><b>WEstjustice offers a range of clinics targeting particular disadvantaged groups in specialised areas of law, including employment law, family violence, fines and debt, and criminal law. The Youth Lawyer may be assigned to one of these specialist services and required provide the following:</b></p> <ul style="list-style-type: none"> <li>• Legal advice, casework and referrals to clients.</li> <li>• Community legal education.</li> <li>• Public advocacy about the role.</li> <li>• Community development.</li> <li>• Assistance with monitoring and evaluating to measure the Program's success.</li> </ul>
<b>School Myki Program</b>	<p><b>Within the School Myki Program, the Youth Lawyer may be responsible for assisting with the implementation and evaluation of the expanded program across 10-15 schools in the Wyndham region. This will include:</b></p> <ul style="list-style-type: none"> <li>• Assisting with the development of resources and procedures required to implement the program.</li> <li>• Liaising with the Schools and the Wellbeing teams.</li> <li>• Collecting and collating the data.</li> <li>• Identifying and documenting systemic issues.</li> <li>• Attending Steering Committee meetings.</li> </ul>
<b>Qualifications &amp; Skills</b>	
<b>Required skills and competencies</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years legal experience;</li> <li>• Demonstrated experience in casework areas of be family, criminal, employment and/or civil law;</li> <li>• Understand the needs of vulnerable and marginalised young people;</li> <li>• Be an innovative and practical problem solver suited to establishing a legal practice in a new and unusual setting;</li> <li>• Demonstrated capacity to provide advice and casework services to at risk youth and families on low income or experiencing other forms of social disadvantage;</li> <li>• Ability to deliver community education activities and assist with community development;</li> <li>• Ability to network and communicate effectively with other workers and organizations, and to communicate the services and priorities of the Legal Service at local networks and meetings;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work unsupervised, meet deadlines and initiate own work which is consistent with the philosophy of the Service;</li> <li>• Ability to work as part of a team, collaborate effectively with staff and workers from other agencies including school staff;</li> <li>• Ability to communicate effectively with a range of clients, colleagues and stakeholders;</li> <li>• Excellent interpersonal skills and ability to work in a team environment;</li> <li>• Good organizational, public speaking and time management skills;</li> <li>• Excellent advocacy skills evident in court, conciliation and/or negotiations with other parties;</li> <li>• Excellent written skills, evident from court documentation, letters, submissions, emails, memorandums of advice, and/or research;</li> <li>• Professional ethics – act with integrity, client focused, and driven by social justice values; and</li> <li>• High level of computer literacy.</li> </ul>
<p><b>Desirable skills and competencies</b></p>	<ul style="list-style-type: none"> <li>• Hold an unrestricted current practicing certificate;</li> <li>• Experience in working with young people and families;</li> <li>• Ability to empathise with disadvantaged and culturally diverse clients;</li> <li>• Knowledge of and ability to use new information technologies;</li> <li>• Experience of working in a social justice context;</li> <li>• Maturity to work autonomously within interdisciplinary programs and be mindful of the range of potential conflicts of interest which might arise;</li> <li>• Have experience in supervision of students or volunteers;</li> <li>• Capacity to think and act strategically to: <ul style="list-style-type: none"> <li>➢ meet the client’s needs</li> <li>➢ implement the WEstjustice vision</li> <li>➢ work strategically with stakeholders</li> </ul> </li> <li>• Policy – contribution to, and knowledge of, policy work;</li> <li>• Experience in the Community sector, particularly in Community Legal Centers;</li> <li>• Experience working with community agencies, particularly in the context of providing community legal education; and</li> <li>• Current Victorian Drivers’ License.</li> </ul>

*Last Reviewed: 3 December 2018*