

Position Description

Position	Community Lawyer, Seniors Rights Victoria
Tenure	Fixed Term – to 30 June 2020
Status	0.6 EFT
Hours of Work	0.6 EFT, Monday to Friday (30.4 hours per week)
Award Classification	As per Social, Community, Home Care and Disability Services Award, Community Development Worker Level 6
Date Prepared	28 February 2020
Commencement Date	As soon as possible.
Probation Period:	6 weeks
Reports To	Principal Lawyer, Seniors Rights Victoria

POSITION SUMMARY

Seniors Rights Victoria (SRV) provides leadership across Victoria by using its expertise gained over 10 years to help prevent and respond to older people experiencing abuse. As a **Community Lawyer** you will part of a small team assisting older people who have experienced elder abuse by providing advice, casework, referral and advocacy as required. You will work alongside the Advocacy team to deliver an integrated service to older people experiencing abuse. Depending upon your experience and the demand on the service, there may also be a role in providing community legal education sessions aimed at the prevention of elder abuse, and contributing to responses to policy initiatives in the sector. SRV is a program of COTA Victoria.

ORGANISATIONAL OVERVIEW

Council on the Ageing (COTA) Victoria is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach. We also recognize the challenges faced by some older people and thus work to protect their rights.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a central Melbourne office location; and a broad State membership and volunteer base.

Vision: Ageing in Australia is a time of possibility, opportunity and influence

Purpose: COTA advances the rights, interests and futures of Australians as we age

Values: Respect, Diversity, Collaboration, Diversity

Strategic Priorities:

For older Victorians, COTA promote opportunities and protect rights. Our Strategic focus is on Policy, Health, Rights and Organisational sustainability.

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Policy

Maintain our leadership in policy development and advocacy on behalf of older people in Victoria and Australia in general.

Health and Wellbeing

Continue to successfully manage and increase a portfolio of physical, mental and financial health projects and services designed to benefit and improve the quality of life of older Victorians

Rights

Maintain the position of *Seniors Rights Victoria* (a COTA program) as Victoria's leading provider of information, legal aid and support, advice and education to help prevent elder abuse and protect the rights of older people.

Organisation

Build COTA organisational efficiency and sustainability in Victoria through improvements to marketing, knowledge management, income generation and volunteer management.

PROGRAM OUTLINE

Seniors Rights Victoria (SRV) provides leadership across Victoria by preventing and responding to older people experiencing abuse. Elder abuse is any act which causes harm to an older person, carried out by someone they trust such as family or friends. Elder abuse may be physical, sexual, financial, psychological or social abuse, or neglect. SRV's services to older people experiencing abuse include a Helpline, specialist legal services, short term support and advocacy, and community education. In addition, SRV has broader policy, systemic advocacy, law reform and capacity building roles both in Victoria and nationally in order to raise awareness of elder abuse and promote prevention.

POSITION OBJECTIVE

The Community Lawyer provides legal advice, casework and representation to SRV clients. The position is part of a small SRV legal team, which works alongside the Advocacy team to deliver an integrated and holistic service to older people experiencing abuse.

RESPONSIBILITIES

1. Provide high quality legal advice and information on elder abuse issues to clients (face to face and by telephone, in the SRV office and at outreach locations) in accordance with SRV guidelines, and COTA Victoria policies and procedures.
2. Undertake legal casework for clients in areas of the law relating to elder abuse under the supervision of the Principal Lawyer and in accordance with SRV guidelines and COTA Victoria policies and procedures.
3. Represent clients where required and appropriate in family violence and other civil matters relating to property, guardianship, administration and powers of attorney.
4. Prepare briefs to Counsel and instruct Counsel on a broad range of matters relating to elder abuse
5. Provide secondary consultation, legal information and advice to community workers or lawyers about options and legal remedies for their clients who may be experiencing elder abuse.
6. Provide information to family and community members on elder abuse issues in accordance with service guidelines.
7. Contribute to the development and delivery of legal and community education programs and materials or publications to raise awareness and promote prevention of elder abuse.

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8. Contribute to systemic advocacy, law reform and other projects in collaboration with key partners and stakeholders.
9. Fulfil organizational responsibilities:
 - a. Record client data and produce case notes and legal advice records as required in timely manner;
 - b. Collaborate with Advocacy team to deliver an integrated service;
 - c. Participate in team meetings and supervision, and in appropriate professional development and training;
 - d. Collaborate with other COTA Victoria teams and staff as required.

KEY SELECTION CRITERIA

Mandatory

1. Admitted to practice as an Australian Lawyer and the holder (or be eligible to hold) a current practicing certificate in Victoria under the Legal Profession Uniform Law

Professional

2. At least two years' post-admission case work experience, preferably with experience in elder law or related areas (intervention orders, property law, Powers of Attorney, guardianship etc.).
3. Demonstrated ability to represent clients in relevant courts and tribunals.
4. Demonstrated commitment to social justice law, and interest in the prevention of elder abuse.
5. Excellent written and oral communication skills.
6. Ability to deliver professional and community education.
7. Strong information technology skills, including ability to produce and manage documentation and files electronically, and learn new systems as required.

Personal

8. Excellent interpersonal skills, preferably with experience working with older people in all their diversity, including people from culturally and linguistically diverse backgrounds and LGBTI background.
9. Demonstrated ability to collaborate and work in, and support, a cohesive multi-disciplinary team.
10. Demonstrated ability to work under pressure, manage timelines and work with conflicting deadlines and priorities.
11. Current Victorian driver's license, and accepted for insurance coverage.

SPECIFIC RESTRICTIONS/CONDITIONS

- Must be physically capable to carry out administrative duties, involving extended periods of VDU use;
- This role occasionally requires out-of-hours work and is like to involve weekly travel intra state;
- Must have current Victorian driver's license;
- Employment is subject to an ongoing satisfactory police check.

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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Statement of accountabilities for this position (if relevant) is outlined within the organisation's Delegation of Authority.

OTHER RELEVANT INFORMATION:

- Location:** Level 4, 533 Lt Lonsdale Street, Melbourne, Vic., 3000
- Other:** Council on the Ageing has an Enterprise Bargaining Agreement (EBA) that covers all COTA employees: 3 years from 11th July, 2016.
- Salary Sacrificing:** Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's Policy and Procedure
- Self-Referral:** It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.
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AUTHORISATION & ACCEPTANCE

Employer Chief Executive Officer

Signature _____

Incumbent

Signature _____

Date _____