



First Step Legal

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www.firststep.org.au

The First Step Program Ltd

ABN 51 093 661 995

LEGAL CASE MANAGER ROLE

25 HOURS (3 DAYS) PER WEEK, CASUAL

TRAINING: April 2020

STARTING: April /May 2020

WE ARE HIRING!

Are you a recent law grad or near completing law student looking for a part time role within a criminal law-focussed, community legal service and health justice practice?

Are you a self-motivated, independent worker, who is efficient, compassionate and with an ability to work with different kinds of people?

Do you feel that there must be a better way than prison to help keep vulnerable people from reoffending, out of hospital and out of our justice system? Are you interested in working as an integral and valued member of a small legal team to make a difference?

We (First Step Legal) are looking to employ a legal case manager to work within our St Kilda based practice. First Step Legal is a community legal centre that provides pro bono and/or low-cost legal advice to clients of First Step, a specialist drug and alcohol treatment and rehabilitation service located in St Kilda. We work closely with First Step clinicians in a unique health justice partnership to provide wrap-around and holistic service directed towards reducing the burden and stress on clients arising from legal issues and minimising the impact on their rehabilitation and recovery.

The Legal Case Manager's role incorporates administrative, paralegal, legal research and client liaison functions. This role is essential to the running of First Step Legal as an integrated and collaborative health justice partnership and as a client responsive community legal centre for people experiencing significant and multiple socio-legal challenges. The Legal Case Manager reports to the senior lawyer and the Principal Lawyer.

LEGAL CASE MANAGER - ROLE DESCRIPTION

DUTIES

- Liaising and working closely with the Principal Lawyer and senior lawyer
- Performing intake including baseline client surveys and exit interviews
- Regular meetings and conferences with clients and clinicians of First Step and providing regular updates to lawyers
- Ongoing client case management and support, review and follow up of client progress and evaluation
- Management of administrative functions and file maintenance



- Correspondence and regular contact police, prosecutions with Court administrative staff
- External and internal report writing and editing
- Legal research
- Assistance with management of legal service volunteers

SKILLS & QUALIFICATIONS

Minimum competencies considered necessary (flexibility applied for the right applicant):

- Motivation to help and support a vulnerable client base.
- Excellent interpersonal skills and ability to sensitively engage with individuals across demographic and social groups.
- Capacity to work autonomously, as well as in a team environment with other legal, admin and clinical staff at First Step.
- Effective communication (both verbal and written) skills.
- Professional presentation.
- Understanding of legal / court process.
- Willingness to learn new skills (e.g. legal administrative skills).
- Strong organisational and task management skills.

Relevant experience with counselling, social work, drug and alcohol training or related professional skills could be helpful.

Understanding of legal and contractual responsibilities of a legal service and the sensitivities of working within a multidisciplinary practice.

Please send your Cover Letter and CV to adamb@firststep.org.au by 30 March 2020.

