



INCORPORATING THE DAREBIN COMMUNITY LEGAL CENTRE  
 No. A0105338Y  
 ABN 13 421 440 211

Fitzroy Town Hall, Level 4

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**A Community Legal Centre**

**POSITION DESCRIPTION – Community Lawyer, Family Violence**

Fitzroy Legal Service is a community-based organisation, independent of government, dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. The Darebin Community Legal Centre is a program of the Fitzroy Legal Service. For further information please visit our website [www.fitzroy-legal.org.au](http://www.fitzroy-legal.org.au).

**POSITION OUTLINE**

Classification and conditions	The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies. This position is classified at Level 5 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award and is offered as a three day per week position (22.8 hours per week). All positions at Fitzroy Legal Service are subject to the continuation of external funding. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the salary offered. The benefits of tax-effective salary packaging, plus an additional three days ex-gratia leave between Christmas and New Year's Day also provided.
Duration	12 month contract
Location	This position is to be based at the Fitzroy office and will involve travel to outreach locations, court and the Reservoir office.
Responsible to	Managing Lawyer, Family Law & Family Violence
Direct Report/s	Nil
How to apply	Candidates are requested to email the following as <u>one</u> PDF document: <ul style="list-style-type: none"> <li>• A covering letter, no longer than one page;</li> <li>• Responses to the Key Selection Criteria; and</li> <li>• A resume which includes details of education, work and volunteer experience.</li> </ul> Applications should be addressed to Ella Crotty, Managing Lawyer Family Law & Family Violence, and emailed no later than 5pm Wednesday 31 July 2019 to <a href="mailto:ecrotty@fitzroy-legal.org.au">ecrotty@fitzroy-legal.org.au</a> . Enquiries can be directed to Ella Crotty on (03) 9419 3744.



## **POSITION OBJECTIVE**

This is a new position, for an initial 12 month period, which will predominantly focus on the provision of family violence assistance for clients who identify as a victim/survivor.

## **KEY DUTIES AND RESPONSIBILITIES**

### Advice, Casework and Advocacy

- Provide legal information, advice, casework, advocacy and referral services for clients, presenting with family violence matters who identify as a victim/survivor;
- Assist clients to draft material for Family Violence Intervention Order contests (such as Further and Better Particulars and Subpoenas) and organise representation for contested hearings;
- Assist clients with interrelated family law issues (parenting, property and divorce);
- Co-ordinate and provide legal services via Health Justice Partnership outreaches;
- As appropriate, apply for legal aid through ATLAS;
- Where eligible, brief barristers to appear on behalf of clients;
- Develop links with relevant support agencies to assist with the varied and complex issues of clients;
- Provide legal advice and secondary consultation to community workers and agencies in relation to the legal rights and responsibilities of their client;

### Community Legal Education, Community Development and Community Liaison

- Develop and participate in community legal education programs on family violence; and
- Liaise with relevant stakeholders to facilitate client referrals – eg Neighbourhood Justice Centre, Victoria Legal Aid, North Richmond Community Health, Queerspace, Drummond Street Services, Mercy Hospital, and other Community Legal Centres.

### Reporting & accountability

- Assist with collection of data and preparation of reports and other accountability documentation as required; and
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the Legal Profession Act 2004 and the National Risk Management Guide of the National Association of Community Legal Centres.

### General

- Support the achievement of the FLS Vision, Values and Behaviours, adhering to organizational policies and procedures;
- Attend internal staff and planning meetings, supervision and performance review processes;
- Participate in professional development as required;
- Involvement in fundraising and other events as required; and
- Perform other duties as directed and necessary to the proper performance of the role.

## **KEY SELECTION CRITERIA**

### Qualifications

To be admitted or eligible for admission to practise as an Australian Legal Practitioner.

### Essential (Skills, knowledge, experience)

- Demonstrated understanding of and commitment to social justice and the philosophy of Fitzroy Legal Service;
- Experience in the provision of high quality legal advice, advocacy, and casework in the area of family violence, including knowledge of Family Violence legislation and processes and its impact on community;
- Demonstrated ability to work with people who have experienced family violence and an understanding of the legal and other issues that impact on their access to justice;

- High level verbal and written communication skills;
- Demonstrated ability to work both as a member of a team and independently;
- Ability to work with other professionals to provide appropriate referrals to a range of non-legal services so as to achieve a holistic, inter-disciplinary response for clients;
- Strong organizational and computer literacy skills; and
- Good self-care and stress management skills.

Desirable

- Experience in a similar role;
- An unrestricted practicing certificate;
- Knowledge of family law and the intersect with family violence;
- Knowledge of and experience working in Community Legal Centres; and
- Experience in delivering community legal education to a range of audiences.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.