



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

Fitzroy Town Hall, Level 4

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A Community Legal Centre

POSITION INFORMATION – NIGHT SERVICE COORDINATOR

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.

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. All positions at Fitzroy Legal Service are subject to the continuation of external funding. Employer funded superannuation is paid in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
Hours of work	This is a casual employment opportunity of four hours per shift (6-10pm) every Tuesday evening and every second Wednesday evening.
Location	This position will be based at the Reservoir office, 279 Spring Street, Reservoir
Responsible to	Principal Lawyer Night Service
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">• A covering letter, no longer than one page;• Responses to the Key Selection Criteria; and• A resume which includes details of education, work and volunteer experience. Applications should be addressed to Adrian Snodgrass, Principal Lawyer Night Service, and emailed no later than <i>5pm Friday 16 August 2019</i> to asnodgrass@fitzroy-legal.org.au . Enquiries can be directed to Adrian Snodgrass on (03) 9419 3744.

POSITION OBJECTIVE:

The objective of the position is to co-ordinate the delivery of the night legal advice service at the Reservoir office, providing support and supervision to legal and non-legal volunteers.

The position will work closely with the Principal Lawyer Night Service, Volunteer Coordinator and Administration Staff in the effective conduct of the night service, including provision of referrals of night service clients to the FLS Day Practice and/or to other CLCs and non-legal agencies.

This role is pivotal in the smooth functioning of the night legal advice service, not only assisting in the delivery of quality service but in the enhancement of camaraderie and a sense of belonging of the volunteer workforce.

RESPONSIBLE TO:

This position reports directly to the Principal Lawyer Night Service

KEY DUTIES AND RESPONSIBILITIES

- Oversee the administration of the night service, including supervision of all volunteers;
- Responsibility for management and support of legal and non-legal volunteers working in the night service;
- Provide legal supervision to night service solicitors and paralegals;
- Delegate clients to volunteers based on an assessment of client matter type and volunteer lawyer expertise;
- Ensure compliance with the Uniform Profession Rules, the Risk Management Guide and FLS internal policies and procedures, inclusive of client intake, allocation of matters, risk management concerns, and monitoring of referral protocols;
- Communicate information on rules, policies and procedures to night service volunteers and provide training as required;
- Review client files each night, particularly:
 - Advice has been provided in line with FLS night service advice guidelines and procedures (ie file management); and
 - Referrals to day practice are consistent with FLS guidelines;
- Coordinate after hours office security, including opening and closing procedures for the night service;
- Provide feedback to Principal Lawyer Night Service regarding issues affecting service delivery;
- Liaise with Principal Lawyer Night Service and Volunteer Coordinator in the provision of ongoing training and recruitment of night service volunteers; and
- Undertake other duties as reasonably required by the Principal Lawyer Night Service.

Qualifications

To be admitted or eligible for admission to practise as an Australian Legal Practitioner with an unrestricted practicing certificate.

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 in a range of areas including summary crime, tenancy, VOCAT, family violence, infringements, and civil debts.
- High level verbal and written communication skills;
- Excellent interpersonal and problem solving;
- Experience working with and supporting volunteers;
- Strong organisation and computer literacy skills;
- Demonstrated ability to work both as a member of a team and independently; and
- Good self-care and stress management skills.

Desirable

- Knowledge of and experience working in Community Legal Centres.

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.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.