

POSITION DESCRIPTION

Position:	Community Lawyer
Reports To:	Principal Lawyer
Direct Reports:	None
Status:	Permanent, Full-time or Part Time
Location:	InTouch Offices
Pay rates:	SCHADS Level 5 / 6 + 9.5% Superannuation + Salary packaging

ORGANISATION BACKGROUND

InTouch, the Multicultural Centre against Family Violence, is a statewide service, which provides services, programs and responses to issues of family violence in CALD communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community. Our organisation strives to create a world where all women and children will be safe and free from violence.

Philosophy

InTouch recognizes that migrant women whose origins are from countries where English is not the first language encounter social isolation and structural inequities. The experience of domestic violence compounds the situation of marginalization. It limits their access to culturally relevant and appropriate services.

Vision

InTouch's vision is for all women, children and families to live free from violence.

Purpose

InTouch gives voice and provides culturally sensitive services, statewide, to meet the needs of women and children from culturally and linguistically diverse backgrounds affected by domestic violence.

Values

- Human rights and gender equality
- Safety, wellbeing and empowerment
- Respect for Individual differences and values
- Confidentiality, trust and the right to privacy
- Professionalism and collaboration

inTouch provides a range of support services to women and their children who have experienced family violence. This service aims to assist women and their children to remain safely within their community and maintain a life free of violence whilst also addressing the emotional and practical needs and issues arising from the violence.

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POSITION SUMMARY

This role will see you working in an integrated model of service delivery working with inTouch Case Managers and its Legal Team to provide a holistic service to CALD women on their journey to safety.

You will conduct legal casework of **family violence, family and immigration law (family violence provision matters)**. Your work will include advice, drafting court documents, negotiating agreements and some court representation and associated administrative tasks.

The successful candidate will be committed to social justice, be culturally competent with a genuine interest in seeking just outcomes for culturally diverse women and their children experiencing a range of legal issues.

KEY RELATIONSHIPS

Internal	Principal Lawyer Legal Centre Team Executive Manager Client Services Direct Services Team Leaders Direct Services Team The incumbent is expected to maintain respectful & effective working relationships with all inTouch Staff
External	Clients Service providers and Government agencies Community Legal Centers Courts and Court Network

POSITION ACCOUNTABILITIES

Legal Advice & Casework

- Ensure that legal services operate within the Centre’s guidelines and integrated practice and in accordance with professional legal practice, including government and professional indemnity insurance requirements.
- Provide high quality legal advice and casework to clients at designated inTouch offices, courts and inTouch outposts as scheduled and/or required.
- Regularly communicate with the Direct Service Team to keep the relevant Case Managers up to date to ensure successful implementation of the Legal Centre’s operational model

Community Development & Partnerships

- Operate legal outposts in the region;
- Provide community legal education presentations and workshops.
- Represent the Centre in a variety of forums.

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Accountability

- Participate in regular supervision with the Principal Lawyer;
- Participate in a biannual performance review;
- Participate in centre planning and evaluation;
- Undertake professional development in consultation with the Principal Lawyer;
- Ensure compliance with policies and procedures of the Centre;
- Attend regular staff meetings as required;
- Maintain a teamwork and integrated practice model approach at all times.

Administration

- Word processing of all documentation and legal correspondence;
- Ensure relevant and appropriate records are maintained;
- Provide reports as requested by Principal Lawyer.

Other

- Other duties as directed by the Principal Lawyer;

KEY SELECTION CRITERIA

Essential

- Legal Practising Certificate in the State of Victoria pursuant to the Legal Profession Act 2004
- At least 2 - 3 years legal practice experience in family law and preferably experience in related fields of law (intervention orders; victims of crime assistance; and any other areas associated with family violence)
- Demonstrated experience in family law and family violence, VOCAT and/or immigration law casework including taking instructions; giving advice; preparing court documents; filing documents; appearance at hearings and negotiating outcomes
- Advanced interpersonal skills and experience in working with clients from diverse backgrounds in an empathetic and culturally competent manner
- Sound decision making skills and the ability to provide timely, accurate and strategic legal advice
- Demonstrated time management and organisational skills
- Demonstrated ability to work collaboratively in a team environment

Desirable

- Experience in working in a Community Legal Centre environment and familiarity with the NACLC risk management guidelines and cross check procedures
- Experience in immigration law in particular family violence provision or willingness to work in the area

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Personal Attributes

- Ability to take initiative and accept responsibility
- Team player able to engage people, problem solve and achieve results
- High ethical standards and values, and ability to act with integrity and confidentiality
- Genuine interest and commitment to social justice and multicultural values
- Exhibits cultural competency
- Energy and enthusiasm
- Ability to work under pressure
- Ability to communicate effectively with a wide range of people

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will initially be engaged for a probationary period of three months.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties

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described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

To apply, send a short covering letter explaining why you are interested in this position and attach your CV and a brief (2 pages max.) document addressing the key selection criteria. Applicants who do not address KSC will not be considered.

Email your application to recruitment@intouch.org.au

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