

**POSITION DESCRIPTION**

Position:	Community Lawyer – Family and Family Violence Law
Reports To:	Principal Lawyer
Direct Reports:	None
Status:	Permanent, Full-time Permanent, Part-time
Location:	East Melbourne/ Dandenong
Pay rates:	SCHADS Level 6 + 10% 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 migrant and refugee 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.

**Vision**

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

**Purpose**

inTouch's purpose is simple and clear – we are committed to changing lives, changing communities for the better.

**LEGAL CENTRE**

The inTouch Legal Centre was established in 2012 as a community legal centre operating within the inTouch Multicultural Centre against Family Violence. The Legal Centre was designed to fulfil an unmet need of its clients - the need for a specialised, in-house legal service which provides culturally-appropriate legal support within the same organisation in which they have already built a relationship of trust.

Although some inTouch clients are capable and confident enough to access external legal services via a referral process, others do not have the skills or means to do so. Further, in terms of some legal matters, inTouch clients are unable to receive advice or legal services. Thus, a significant proportion of our clients 'fall through the gaps' when trying to access the legal system and, consequently, justice.

The inTouch Community Legal Centre is an integrated service, an integral part of the inTouch Multicultural Centre Against Family Violence. The legal team works with staff across the organisation, including working collaboratively with our Direct Services team to provide a

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holistic response to address the multiple social and legal needs of migrant and refugee women experiencing family violence.

The specialist expertise of inTouch, including the Legal Centre is the intersection of culture, family violence, family law and immigration.

## 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** and **family** and/or **immigration law**. Your work will include advice, drafting court documents, negotiating agreements and some court representation and administrative tasks associated with managing tasks.

The successful candidate will be committed to social justice, be cultural 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 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 head office 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 Qualifications and Experience

- Unrestricted Legal Practicing Certificate in the State of Victoria pursuant to the Legal Profession Act 2004;
- At least 3 years legal practice experience in family law or immigration 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 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 emphatic 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.

### Desirable

- Experience in working in a Community Legal Centre environment and are familiar with the NACLC risk management guidelines and cross check procedures;
- Ability to speak a language other than English

### 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.

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**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;

**QUALITY & CONTINUOUS IMPROVEMENT**

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations;
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes related to the communications portfolio;
- 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. During this period, either party can terminate employment with one week's notice
- 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 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;
- The successful candidate is required to comply with the inTouch policy for all staff have full COVID vaccinations, including boosters, unless they have a medical exemption.
- Some travel within Victoria may be required from time to time. A current Victorian Driver's License is essential;
- Must be physically capable to carry out administrative duties involving extended periods of video display unit use;
- inTouch has a smoke-free workplace policy.

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**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 you CV and a brief (2 pages max.) document addressing the key selection criteria.

Email your application to [recruitment@intouch.org.au](mailto:recruitment@intouch.org.au)

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