

POSITION DESCRIPTION

Position:	Paralegal
Reports To:	Principal Lawyer
Direct Reports:	None
Status:	Part time, Fixed Term
Location:	East Melbourne
Pay rates:	SCHADS Level 4 + Superannuation + Salary packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence is a specialist family violence service that works with people who identify as women from migrant and refugee backgrounds, their families and their communities.

We provide case management and legal support to people who identify as women and their children, programs with men who use violence, training and capacity building to the service sector, conduct research on issues relating to family violence in refugee and migrant communities and run community-based projects in order to address the issue of family violence in the community.

We support women to move beyond their experience of family violence and engage with the community.

Vision

To grow inTouch and fortify our place as a national leader to address the problem of family violence by informing and influencing the specialist family violence and multicultural sectors as well as the communities we live in.

Purpose

As a Specialist Family Violence Provider, we support migrant and refugee women and their communities move on from experiences of family violence and thrive. We use our unique understanding of culture, family violence, family law and immigration to support our clients and the service system. We recognize and integrate the expertise of people with lived experience of family violence to guide inTouch in its work.

We are a strong, trusted and inclusive voice driving structural and systematic change to address the problem of family violence in our communities. We are a highly culturally diverse workforce that leverages cultural understanding and experience to tailor our offerings to meet the needs of our clients. We are committed to providing compassionate and culturally appropriate support.

POSITION SUMMARY

The inTouch in-house Legal Centre was established in 2012 and provides high quality, free and accessible legal services to women from culturally and linguistically diverse (CALD) backgrounds experiencing family violence. inTouch is a state-wide specialist family violence service providing both case management support and legal support to our clients.

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In our legal team we have highly experienced Lawyers and Migration Agents who understand the additional barriers that our clients face when accessing the legal system.

inTouch Paralegal Volunteers work under the direction of our Lawyers and Migration Agents to provide valuable legal support to women from migrant and refugee backgrounds in Victoria. InTouch legal services include professional advice, assistance and referrals with:

- protection from family violence – intervention orders
- family law – dispute resolution
- parenting
- property and financial
- airport watch list
- child support and spousal maintenance
- divorce
- immigration – spousal visas
- applying under family violence provision
- Victims of Crime Assistance Tribunal (VOCAT) applications

KEY RELATIONSHIPS

Internal	Effective working relationship required with all inTouch staff.
External	Clients, community groups, agencies, courts, tribunals, government departments, members of the legal profession and interpreters

POSITION ACCOUNTABILITIES

- Provide legal casework assistance such as drafting letters, completing forms and checking documents
- Book client appointments
- Provide information to clients by telephone, email and face-to-face
- Provide appropriate referrals to other community legal services, private legal professionals, government authorities, courts and tribunals
- Assist with administration of client files and preparation for client interviews
- Assist with the preparation of advice sessions
- Conduct research
- Undertake any other legal work as directed by the Lawyers or Migration Agents

PEOPLE MANAGEMENT

N/A

EXTENT OF AUTHORITY

In accordance with the inTouch Delegation Policy

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KEY SELECTION CRITERIA

Essential

1. Understanding of, and sensitivity to, the legal needs of vulnerable clients, such as family violence victim survivors from culturally and linguistically diverse backgrounds
2. High level of verbal and written communication skills and ability to liaise with a diverse range of people including, vulnerable clients, community groups, agencies, courts, tribunals, government departments, members of the legal profession and interpreters
3. Attention to detail and the ability to follow direction and undertake tasks consistently and competently

Desirable

- Previous participation or experience in a community socio-legal work setting
- Experience working with culturally and linguistically diverse communities
- Experience working with interpreters

Personal Attributes

- Genuine interest and commitment to social justice and multicultural values
- High ethical standards and values, and ability to act with integrity and confidentiality
- Ability to take initiative and accept responsibility
- Team player able to engage people, problem solve and achieve results
- Exhibits cultural competency
- Energy and enthusiasm
- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business

SPECIFIC RESTRICTIONS/CONDITIONS

hours.

- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

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.

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- 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 Enterprise 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 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.

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 (1 page max.) document addressing the key selection criteria. Applicants who do not address KSC will not be considered.

Email your application to legal@intouch.org.au

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