

POSITION DESCRIPTION

Position:	Lawyer – Family Law
Reports To:	Principal Lawyer
Direct Reports:	None
Status:	Max term upto 30 th June 2025
Location:	East Melbourne
Pay rates:	SCHADS Level 6 + Superannuation (SGC) + Salary packaging

ORGANISATION BACKGROUND

inTouch provides integrated and culturally responsive services to women from migrant and refugee communities experiencing family violence. inTouch works across the family violence continuum, providing culturally informed early intervention, case management, family and migration law assistance, men’s behaviour change programs, evidence-based policy and advocacy work and enhanced capacity-building across the sector and wider community.

inTouch supports victim-survivors on their long-term recovery journey through economic independence, social connections and resilience, and wellbeing and therapeutic interventions.

These services are informed by an integrated *r inLanguage, inCulture* delivery model and supported by our diverse workforce, which is comprised primarily of people who are migrants and refugees themselves. Our team’s unique understanding of culture and the migration journey allows inTouch to deliver expert, specialist case management to our clients in over 20 languages.

Over the past 40 years, inTouch has helped over 30,000 women and we continue to work with our partners to ensure that women, children and families have every opportunity to thrive and reach their full potential to build happy, healthy and productive lives.

You can view inTouch’s 2022-2025 Strategic Plan [here](#).

POSITION SUMMARY

This role will see you working in an integrated model of service delivery working with inTouch Case Managers and its Women’s Legal Centre to provide a holistic service to migrant and refugee women on their journey to safety.

You will conduct legal casework primarily in family law and family violence. There will be scope to practice in other practice areas including migration and victim’s of crime however this position will be situated within our family law program. Your work will include legal advice, family law litigation, liaising with case managers, stakeholder engagement and Health Justice Partnership engagement.

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

KEY RELATIONSHIPS

Internal	Effective working relationship required with all inTouch staff, including the Direct Services Team.
External	Work collaboratively with relevant stakeholders such as Department of Home Affairs, legal and social service partners to reach vulnerable clients and support them to resolve their legal problems at the earliest opportunity.

POSITION ACCOUNTABILITIES

Legal Advice & Casework

- You will conduct legal casework primarily in **family law and family violence law**. Your work will include legal advice, liaising with case managers, case work including litigation in family law and family violence.
- Ensure that legal services operate within the Women’s Legal 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 at inTouch head office and outposts as scheduled and/or required.
- Regularly communicate with the Case Management Team to keep the relevant Case Managers up to date to ensure successful implementation of the Women’s Legal Centre’s operational model.
- Ensure relevant and appropriate records are maintained online Actionsteps management system in order to ensure we maintain client and practice file management systems.
- Provide reports such as file documents, file outcomes, summaries and correspondence letters as requested by Principal Lawyer.

Community Development & Partnerships

- Operate legal outposts and legal clinics as part of our Health Justice Partnership and other legal projects we run with partner organisations.
- Provide community legal education presentations and workshops to our stakeholders including migrant community organisations, legal centres and community health organisations so as to raise awareness of family violence within migrant communities.
- Represent the Centre in a variety of forums such as government run forums and consultation groups, legal consultations, community legal centres, Victoria legal aid trainings and consultations and other networking groups we are part of.

EXTENT OF AUTHORITY

All expenditure on behalf of inTouch must be aligned to the Delegations of Authority.

KEY SELECTION CRITERIA

- A current Australian Practising Certificate which entitles you to practise in Victoria as a Legal Practitioner without restriction (mandatory).

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- Demonstrated capacity to work as an advocate and case work preferably within the scope of the Women’s Legal Centre’s Program including family law and family violence law.
- Knowledge or practical experience within the scope of the Women’s Legal Centre’s Program with a focus on family law.
- Capacity to positively engage with key partner agencies and/or their workers, to appropriately manage referrals to and from those agencies and to promote the service within community settings.
- Ability to mentor and train staff and contribute to the development of individuals and their knowledge and skills within the scope of the Women’s Legal Centre’s Program.
- Ability to work collaboratively with others and foster a cooperative and supportive team environment.
- Excellent interpersonal skills and experience in working with clients from diverse backgrounds in an emphatic and culturally competent manner.
- Demonstrated time management and organisational skills.

Desirable

- Experience in working in a Community Legal Centre environment and are familiar with the NALC risk management guidelines and cross check procedures.
- Understanding of family violence practice including MARAM.
- Knowledge of or spoken language other than English

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 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.

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- 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.

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 a pending renewal of an Equal Opportunity Exemption (A123/2012) and requests applications from women only.

To apply, send a short covering letter detailing your skills, knowledge and qualification for this position, and a brief document, limited to two pages addressing the key selection criteria.

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