

POSITION DESCRIPTION

Position:	Lawyer
Reports To:	Managing Lawyer
Direct Reports:	Nil
Status:	Fixed-Term, Full time
Location:	Hybrid - based in East Melbourne and Dandenong, as well as working from home arrangements, travel required at various locations including regional Victoria and interstate
Grade:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) Level 6 + Superannuation + Salary Packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centred, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 30,000 women and children experiencing family violence throughout our 40+ years of operation, providing a holistic service that centres the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing
- Prevention projects and resource development for migrant and refugee communities
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

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

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POSITION SUMMARY

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

To act as a lawyer by providing high quality legal services including complex casework and advice services in migration and family law, training and mentoring to paralegals, students and volunteers. 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	Maintain strong, collaborative relationships with all inTouch staff, including leadership, inTouch Board, NOOR Survivor-Advocates, students and volunteers to support cohesive team dynamics and effective, client-centred, program execution.
External	Cultivate and sustain positive relationships with a broad network of stakeholders, including inTouch clients, specialist family violence services, refugee, migrant, and multicultural community organisations, government agencies, academic institutions, and funding partners.

POSITION ACCOUNTABILITIES

Legal Advice & Casework

- Provide legal advice and conduct casework predominately in migration and/or family law matters in accordance with professional legal practice, including government and professional indemnity insurance requirements.
- Supervise junior, paralegal and volunteers in migration and family law and contribute to professional legal education by assisting in the development and delivery of relevant programs.
- Contribute to implementation and review of the Women's Legal Centre's strategic plan, guidelines and inTouch's strategic plan.
- Contribute to the inTouch integrated legal practice model by regularly communicating with service teams to ensure successful implementation of the Women's Legal Centre's operational model.
- Keep up to date with relevant legal developments and procedures by attending professional legal education program and maintain an understanding of issues impacting the justice system.

Community Development & Partnerships

- Represent the Women's Legal Centre by attending seminars, participating in committees and liaising with external stakeholders and organisations that have an impact on the work of inTouch.

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- Operate legal outposts such as 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.
- Lead community legal education projects, law reform and other Women's Legal Centre projects as required.
- Other duties as directed by the Principal Lawyer.

PEOPLE MANAGEMENT

NA

DELEGATION OF AUTHORITY

The incumbent is required to operate within inTouch's Delegations of Authority and is responsible for managing budgets, monitoring expenditure, and ensuring the effective and compliant use of financial resources within their area of responsibility. This includes the management, oversight, and compliance of contracts and agreements relevant to their role.

KEY SELECTION CRITERIA

Essential

- A current Australian Practising Certificate which entitles you to practise in Victoria as a Legal Practitioner (mandatory).
- Demonstrated capacity to work as an advocate and case worker in matters within the scope of the Women's Legal Centre's program predominantly in migration and family law.
- Sound knowledge or practical experience within the scope of the Women's Legal Centre's program with a focus on migration and family law.
- Ability to provide strategic advice on legal and policy issues and demonstrate an understanding of the role of external organisations, private practitioners and community in the delivery of legal assistance services.
- High level interpersonal skills and the capacity to communicate effectively with clients who are socially and economically disadvantaged, migrant and refugee communities as well as with staff and external stakeholders and organisations.
- 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 work collaboratively with others and foster a cooperative and supportive team environment.
- Advanced interpersonal and communication skills and experience in working with clients from diverse backgrounds in an emphatic and culturally competent manner.

Desirable

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- Experience in working in a Community Legal Centre environment and are familiar with the NACLC risk management guidelines and cross check procedures.
- Understanding of the Victoria Legal Aid funding guidelines and legal aid system.
- Understanding of migration law and family law exemptions.
- Lived experience working with migrant and refugee communities and understanding of cultural norms and communication styles.

Personal Attributes:

- Genuine commitment to social justice and to assisting migrant and refugee women and children.
- High ethical standards and values, ability to act with integrity and confidentiality.
- Ability to sensitively manage stakeholder relationships.
- A level of maturity and professional accomplishment and track record appropriate to the representational aspects of the role.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business 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 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.

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- 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 six 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.

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.

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