



A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)
ABN 23 082 541 240, 54 Mitchell Street, Bendigo, 3550

- POSITION:** Community Lawyer, Maternity leave Fill, 12 Months from date of commencement
- SALARY:** Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with over award (SCHADS level 5)) salary based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to accommodation and meal/entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered. Relocation assistance is may be offered for the right candidate.
- HOURS:** 38 hours per week (Full Time) 7.6 hours per day. The position may also personally supervise evening advice clinics and be required to attend occasional week-end events.
- Flexitime work arrangements are available. Overtime is not payable but flexi time is available within ARC policy guidelines. Lunch is for 30 minutes.
- LOCATION:** LCCLC office is located at 171 Hargreaves St, Bendigo. The position may service courts or engage with other services throughout and beyond the region, requiring travel outside of normal work hours (subject to flexitime arrangements) and possible overnight stays away from Bendigo (e.g. Melbourne).
- COMMENCEMENT DATE:** March/April 2018
- APPLICATION INFORMATION:** **Applicants are asked to address both the essential and desirable Key Selection Criteria. Applicants who do not address all the selection criteria will not be interviewed.** Applications need to include a covering letter (not exceeding one page) a resume (not exceeding three pages) and the KSC response (not exceeding two pages) and be addressed to Ms Hayley Mansfield, Executive Officer, ARC Justice and emailed by **9.00 am Monday 26 February 2018** to recruitment@arcjustice.org.au. All enquiries about the position are to be directed to Ms Clare Sauro, Legal Practice Manager. Equal opportunity principles will be applied and people from diverse backgrounds are encouraged to apply.

KEY SELECTION CRITERIA

Essential (Skills, knowledge, experience, qualification and/or training)

1. Highly motivated with a demonstrated capacity for excellence, innovation and responsiveness in legal service provision.
2. Demonstrated experience in legal advice and casework in the areas of community law, particularly child protection, family violence and family law.
3. Demonstrated understanding of legal practice within a multi-disciplinary framework, including experience working within a community development and therapeutic framework, as well as an understanding of public and social health.
4. Experience networking, building relationships and working with a broad range of organisations and stakeholders.
5. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently with minimal supervision.

Desirable (Skills, knowledge, experience, qualification and/or training)

1. Prior experience of legal practice in a community legal or legal aid context.
2. Demonstrated capacity to work with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds and/or Aboriginal and Torres Strait Islander.
3. Experience in community legal education and development, policy and law reform.
4. Victoria Legal Aid panel certifier for child protection, family violence and/or family law or eligible to apply

Prerequisites

1. Law degree with 2 years* minimum post-admission experience or other relevant legal experience (**we are seeking applications from both junior and experienced individuals*)
2. Eligible for a practising certificate in Victoria.
3. Unrestricted Victorian driver's licence
4. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card.

JOB DESCRIPTION –COMMUNITY LAWYER – LODDON CAMPASPE COMMUNITY LEGAL CENTRE

1. Organisational overview

Loddon Campaspe Community Legal Centre (LCCLC) operates primarily in the Loddon Campaspe region (LGAs of Greater Bendigo, Loddon, Campaspe, Central Goldfields, Macedon Ranges and Mount Alexander). Goulburn Valley Community Legal Centre (GVCLC), a division of LCCLC, operates in the Goulburn Valley (LGAs of Greater Shepparton, Mitchell, Strathbogie and Moira).

LCCLC is a leading and innovative advocacy and rights organisation that delivers client focused services that empower disadvantaged and vulnerable people in rural and regional Victoria. We elevate justice as an issue in public discourse and advocate for systemic change that upholds human rights. We are a leader that strengthens the sector, pursuing best practice and innovation through collaboration and being an Employer of Choice.

LCCLC services include:

- Legal Assistance (information, referral, advice and casework)
- Legal Education
- Policy and Law Reform Work

LCCLC provides generalist services and a range of specialist services including:

- A Health-Justice Partnership with Bendigo Community Health Services
- Child protection legal assistance services program
- Family Violence legal assistance services
- Therapeutic Justice service in partnership with Primary Care Connect
- Bendigo Student Outreach Service at La Trobe University, Bendigo Campus
- Clinical Education Program with La Trobe University law students
- Health-Justice Partnership with Rumbalara Aboriginal Co-operative
- A place-based community justice partnership in Maryborough

LCCLC is a programme of Advocacy and Rights Centre Ltd (trading as ARC Justice).

2. Community Lawyer Role

This is a generalist position within LCCLC and the incumbent will be working in a variety of practice areas relevant to disadvantaged communities. However, this will predominately be in the areas of child protection, family violence and family law. The incumbent will work closely with senior lawyers, particularly the child protection senior lawyer, however will report to the LCCLC Legal Practice Manager (LPM).

Legal Service Delivery

- Provide legal assistance (information, referral, advice and casework) in a generalist legal service in all services modes (e.g. by telephone, face to face, via video conferencing and at the evening advice service), including outreach services (within the Loddon Campaspe region) and specialist clinics (e.g. child protection and family violence legal assistance services).
- Ensure quality and consistency of delivery of legal services in accordance with LCCLC policies to ensure high standards of service to clients often with complex and disadvantaged needs, with a focus on therapeutic practices.

- Prioritise strategic casework and services and link these to our law reform, policy and community engagement work.
- Regularly attend duty lawyer and mention lists at Bendigo, Kyneton, Castlemaine, Echuca, Kerang, Swan Hill and Maryborough Courts.
- Work with the LCCLC team on appropriate project management and to ensure that all reporting and funding requirements are met, particularly those in the child protection programme.
- Supervise volunteers from time to time as required.
- Ensure the complete and accurate collection of client data and the application of Victoria Legal Aid grants of aid as well as data entry onto CLASS and ATLAS.

Community Development, Legal Education and Law Reform

- Monitor casework to identify systemic issues and feed this information into the Service's strategic plan and work plans.
- Monitor opportunities for participation or collaboration in policy and law reform activities.
- Engage in appropriate law reform or community development activities as required by the legal service.
- Develop and deliver legal education to community members and service providers
- Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums, the media (e.g. press releases, radio interviews) and community presentations.
- Network and build relationships with a wide range of stakeholders to advance the organisation's objectives, including the Federation of Community Legal Centres, National Association of Community Legal Centres, VLA, community legal centres, private legal practices, Courts, the Department of Health and Human Services, the Department of Justice, the Law Institute of Victoria, educational bodies and other relevant community agencies.

General and organisational Responsibilities

- Work with the LPM and senior lawyers to ensure that all reporting and funding requirements are met, particularly those under the child protection programme
- Support the achievement of the ARC Justice Strategic Plan.
- Undertake general Measurement and Evaluation activities.
- Share general office duties, including administration, as required.
- Attend internal staff and planning meetings, supervision and performance review processes.
- Travel to Shepparton, Melbourne and local regional Courts as required.
- Participate in professional development, meet CPD responsibilities and attend national and local conferences as required.
- Involvement in relevant community networks, including the Federation of Community Legal Centre members meetings and working groups.
- Involvement in fundraising and other events as required.
- Must facilitate the timely and responsible use of grievance procedures to ensure that action is taken when change is required in order for performance to be improved or conflict to be resolved.
- Must adhere to organizational policies and procedures and support the agreed ARC Justice Values and Behaviors.
- Undertake other duties as reasonably required by the LPM and ARC Justice Executive Officer.