



goulburn valley
community legal centre

98 Nixon Street, SHEPPARTON

A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)

ABN 23 082 541 240

POSITION: Legal Traineeship (Rumbalara Health Justice Partnership), 1.0 EFT (2 year contract – Identified position)

Applicants must be Aboriginal or Torres Strait Islander. This is a special measure under section 12 of the Equal Opportunity Act 2010 (Vic)

SALARY: Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement, with salary at SCHADS level 3-4, 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 may be offered for the right candidate.

HOURS: 38 hours per week, 7.6 hours per day. Normal hours of work are between 8.00am-6.00pm, with flexitime work arrangements available. The position may also require travel or attendances beyond these times on occasion, including as a rostered supervisor for evening advice clinics. Overtime is not payable but flexi time is available within ARC policy guidelines.

LOCATION: Goulburn Valley Community Legal Centre is based at Suite 3, 98 Nixon Street, Shepparton but the incumbent will also regularly work out of the GVCLC legal office at the Mooroopna campus of Rumbalara Aboriginal Cooperative Limited. The position will assist lawyers at courts and engage with other services throughout the region, occasionally requiring travel outside of normal work hours.

COMMENCEMENT DATE:

8th April 2019

APPLICATION INFORMATION:

Applications need to include a covering letter, resume and response to both the essential and desirable key selection criteria (not exceeding two pages). Please note that applicants who do not address the selection criteria will not be considered for interview. Applications can be addressed to Ms Karen Gurney, Manager & Principal Lawyer of Goulburn Valley Community Legal Centre, and emailed **by 9.00am Monday 25 February 2019** to recruitment@arcjustice.org.au

All enquiries about the position are to be directed to Ms Gurney (03) 5831 0900.

KEY SELECTION CRITERIA

Please note - Applicants must be Aboriginal or Torres Strait Islander. This is a special measure under section 12 of the Equal Opportunity Act 2010 (Vic)

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

1. Demonstrated experience in the areas of administration and/or customer service
2. Sound interpersonal, written and verbal communication skills
3. Demonstrated capacity to work independently with minimal supervision support as well as the ability to engage fully in a cohesive team environment.
4. Ability to work empathetically with Aboriginal clients in a health service environment; promote understanding of, and respect for Aboriginal identity and culture across the broader community.
5. Demonstrated ability to work under pressure, prioritise work and complete tasks within limited time restraints.
6. Capacity for flexibility, adaptability to change and ability to take the initiative in an under- resourced environment.
7. Highly developed computer literacy skills, with competency in Microsoft software (including Excel) and capacity to quickly acquire competency in the use of CLC's client data base and client management system CLASS

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

1. Significant progress with legal studies
2. Good understanding of legal practices and principles and of how these might be applied to support people surviving poverty and other forms of social disadvantage: particularly concepts of therapeutic justice, justice reinvestment and restorative justice.
3. Prior experience as a volunteer in a community legal, legal aid or other community organisation context will be highly regarded.
4. Experience in planning, developing and delivering presentations to legal or other audiences, community legal education and/or community development projects, including gathering data to report on deliverables.
5. Ability to engage in policy development and law reform.

Prerequisites

1. Current enrolment in a law degree or graduate diploma at an Australian university/institute
2. Victorian Driver's licence
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card

JOB DESCRIPTION – LEGAL TRAINEESHIP (RUMBALARA HEALTH JUSTICE PARTNERSHIP)

Organisational Overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systematic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

Vision

An inclusive community built on a foundation of human rights and equality before the law.

Purpose

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

Principles that underpin our work

- **Community:** We serve, build capacity and are accountable to the community to which we belong.
- **Learning:** We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.
- **Partnership:** We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.
- **People:** We are committed to ethical and sustainable practice that values our people in achieving our purpose.
- **Recognition of First Peoples:** We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.
- **Respect:** In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

Goulburn Valley Community Legal Centre

Goulburn Valley Community Legal Centre (GVCLC) operates in the Goulburn Valley, encompassing the local government areas of Greater Shepparton, Mitchell, Moira, Strathbogie, Benalla and Mansfield.

GVCLC promotes equality before the law for people in rural and regional Victoria through the provision of legal, advocacy and support services; by elevating justice as an issue in public discourse; and by advocating for systemic change that upholds human rights.

GVCLC services include:

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

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

- Family Violence prevention legal services including family violence duty lawyer services at Shepparton, Seymour, Benalla, Mansfield and Cobram Magistrates' Courts.
- Family law and child protection advice and casework assistance
- Clinical Education Program with Deakin University law students
- A Health-Justice Partnership with Rumbalara Aboriginal Cooperative Ltd
- An Employment Law Partnership with Jobwatch providing services for Working Holiday Makers

GVCLC is a program of Advocacy and Rights Centre Ltd (trading as ARC Justice).

ROLE

This is a trainee lawyer position with Goulburn Valley Community Legal Centre (GVCLC). The incumbent will spend part of their working time at the Rumbalara Aboriginal Community Controlled Health Service in Mooroopna under the supervision of the Senior Lawyer (Rumbalara HJP), and part of their time within the GVCLC office under the supervision of the Senior Coordinating Lawyer. They will be supervised during their traineeship by the Senior Coordinating Lawyer or Senior Lawyer as appropriate.

The position will be expected to engage in a range of legal activities, including provision of reception and administrative support, participation in client interviews, preparation of documents and intensive file management, attendance at Court in the company of other GVCLC lawyers, providing assistance at night service on a rostered basis, involvement in community education and community development.

The GVCLC will focus on providing the incumbent with skills to engage in a variety of practice areas relevant to disadvantaged communities such as family law, child protection, consumer complaints, credit and debt, infringements and summary crime. Paid leave will be granted to attend mandatory intensives during the Grad Dip LP program.

Legal Skills

The trainee will accumulate legal knowledge and practice skills by:

- Assisting lawyers (information, referral, advice and casework) in a generalist legal service in all service modes (e.g. by telephone, face-to-face and video conferencing) including at the evening advice service, specialist clinics and outreach locations.
- Promoting culturally safe and competent delivery of legal services to clients experiencing systemic disadvantage and complex needs.
- Supporting lawyers appearing in Family Violence duty and Federal Circuit matters, including by preparing and electronically filing Court documents, and assisting with legal correspondence.
- Undertaking administrative and reception tasks, file management, and triaging clients through intake.
- Working with the CLC team on appropriate project management activities and ensure all reporting and funding requirements are met.
- Researching case law and participating in regular CPD opportunities.

Community Development, Legal Education and law reform

- Identify systemic issues and feed this information into the organisation's strategic plan and work plans
- Assist lawyers in developing and delivering legal education to community members and service providers in accordance with a work plan
- Raise the CLC public profile and promote awareness of legal rights and responsibilities through participation in public forums and community presentations
- Participate and collaborate in policy and law reform activities

General and Organisational responsibilities

- Support the achievement of the ARC Justice Strategic Plan
- Work with the CLC team to plan, develop and review the organisation's functions
- Attend internal staff and planning meetings, supervision and performance review processes
- Travel to Bendigo, Melbourne and local regional Courts as required
- Involvement in relevant community networks, including meetings of members of the Federation of Community Legal Centres and other working groups
- 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 resolved
- Produce reports relating to work performed by GVCLC as required
- Adhere to organisational policies and procedures and support the agreed ARC Justice Values and Behaviors
- Undertake other duties reasonably required by the GVCLC Manager and Principal Lawyer or supervising Senior Lawyers.