



Maryborough Integrated Services – Senior Lawyer - LCCLC

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.

ARC Justice is committed to the health, safety and wellbeing of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety and privacy laws. ARC Justice is committed to safety and wellbeing of all children and young people.

The role

Overseeing a small integrated service, consisting of a supervised lawyer, a community development worker, and a social worker, this role leads and champions our hospital place-based service, located at Maryborough District Health Service.

The role gives the opportunity to provide legal assistance across a wide range of legal issues including our key practice areas of family violence and child protection, as well as in other areas such as family law, general civil and minor crime. With the benefit of a social worker, there is the opportunity for the client to address the non-legal issues that often compound legal outcomes, leading to better client outcomes.

This role ensures proactive networking and community engagement, and the incumbent is responsible for thinking strategically and ensuring that project deliverables are implemented, advanced, and reported.

The Incumbent will work with the support of the Bendigo based LCCLC team and will report to the managing lawyer at first instance.

Key responsibilities

Legal Service Delivery

- Provide specialist legal assistance to clients in our practice areas of by way of:
 - Provide legal assistance by way of information, referral, advice, and casework.
 - Conduct ongoing casework which may require conferences/mediation and appearances in Courts, Tribunals, &/or other advocacy forums.
 - Provide duty lawyer services at Maryborough Courts.
 - Attend place-based services at partner organisations.
 - Deliver 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.
- Ensure quality and consistent delivery of legal services in accordance with polices.
- Review and where possible, improve effective case management systems, practices and work procedures among staff, students, and volunteers.
- 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.
- Undertake the role of “Nominated Person” as defined in the “Risk Management and CLC Practice” guide published by Community Legal Centre’s Australia.
- Assist with other program areas within the CLC as required.

Community Development, Legal Education and Law Reform

- Develop and maintain good working relationships with relevant stakeholders and work collaboratively to achieve better outcomes for clients.
- Monitor strategic opportunities for participation or collaboration with community and engage in legal education, community development, policy, and law reform activities.
- Monitor casework to identify systemic issues and feed this information into the organisation's strategy, work plans and law reform work.
- Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums. There is also the possibility this position may provide media comment, depending on the skills and capacity of the individual.
- Authorise community legal education tools to ensure legal accuracy .

Staff mentoring and supervision

- Assist in the orientation, training, coordination and/or ongoing supervision of practitioners, students, and volunteers.
- Provide strategic case direction to lawyers in relation to client files as required.
- Develop the relevant work plans to ensure the legal service delivery, community development, legal education and law reform priorities are met and advanced strategically.
- Lead the implementation, coordination, and advancement of legal service and project delivery goals.
- Ensure reporting requirements are met as required.
- Contribute to monitoring and evaluation activities and reports as required.

Other roles and responsibilities

- Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working.
- Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager.
- Contribute to monitoring and evaluation activities and reports as required.
- Participate in regular supervision and meet agreed performance indicators and work plan activities.
- Undertake any reasonable additional tasks as directed by management.

Ways of Working

- Support colleagues and the team environment– we value stepping outside of our day-to-day work and helping each-other.
- Contribute actively to meetings and quarterly staff days – we value your input and feedback helps us improve.
- Maintain organisational values and behaviors.
- Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Key selection criteria

Essential (Skills, knowledge, experience)

1. Minimum of 5 years' experience providing legal advice, casework, and representation, in one or more areas of law relevant to disadvantaged communities, particularly our key practice areas of family violence, child protection and family law.
2. Sound soft skills and a demonstrated ability to engage with people who have complex vulnerabilities including trauma and a commitment to access to justice and equity principles.
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 determinants.
4. Demonstrated experience in supervising and/or mentoring staff and volunteers.
5. Demonstrated experience networking and building relationships with a broad range of organisations and stakeholders. Knowledge and proficiency in delivering community legal education, policy, and law reform

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

1. Eligible for principal practising certificate.
2. Is a certifying practitioner on the s29A VLA panel/s
3. Previous duty lawyer experience (any jurisdiction)
4. Program/project management experience, including monitoring and evaluation
5. Experience in implementing, advancing, and reporting projects and programs with a strategic focus
6. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently with minimal supervision.

Prerequisites

1. Eligible for Practising Certificate in Victoria: ARC Justice will pay for the cost of applying for or renewing a practicing certificate and the employee must continue to meet the requirements for holding a practicing certificate.
2. Unrestricted Victorian driver's license. This is at the employees' own expense.
3. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card (if applicable). ARC Justice will cover the costs involved.
4. As a child safe organization ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Any changes to these prerequisites after employment commences must be communicated to the employer immediately by the employee.