

## **NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION**

<b>POSITION:</b>	Community Lawyer
<b>EMPLOYMENT TYPE:</b>	Full time – 1 Year Contract
<b>POSITION HOURS:</b>	38 hours per week
<b>REPORTS TO:</b>	Legal Practice Manager
<b>AGREEMENT:</b>	Multi-Business Agreement (MBA)
<b>CLASSIFICATION:</b>	SCHCADS Level 4 - 5 Community Development Worker
<b>REMUNERATION:</b>	Between \$79,000 and \$85,000 dependent on experience and in addition to superannuation and salary packaging

### **ABOUT THE ORGANISATION**

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre operating in one of the fastest growing areas of Melbourne, with a catchment including the Moreland, Hume and Mitchell Shire Local Government Areas. The NCLC operates from a central office located in Broadmeadows with outreach clinics to other service areas. NCLC's growing, passionate and skilled team of 24 staff including 11 lawyers, provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under, and victims of elder abuse.

The recent expansion of two existing integrated family violence programs has led to the opportunity to appoint further positions.

### **POSITION OBJECTIVE**

- To provide high quality legal assistance to priority clients in the Hume, Moreland and Mitchell Shire local government areas. The focus of this position is working with community members who face multiple systemic barriers including refugees and the newly arrived, people who are experiencing homelessness, and those with mental ill health. Members of the community facing other systemic barriers will also be prioritized.
- To work with community organizations including settlement services, mental health services, and other stakeholders to raise awareness of NCLC's service, and to ensure our services are appropriately targeted.
- To develop and implement community legal education programs and other projects aimed at increasing access to justice among our priority clients in our region.

## **POSITION RESPONSIBILITIES**

### **Legal Service Delivery**

1. Provide generalist legal advice, casework, advocacy and court representation in a range of practice areas in which people require assistance including infringements, debt, motor vehicle accidents, consumer law, tenancy, intervention orders, family law and summary crime.
2. Participate in NCLC's legal advice service at our main office both in person and by phone, and at our various outreach locations in Hume, Moreland and Mitchell Shire as directed by the Legal Practice Manager.
3. Assist with the supervision and mentoring of legal volunteers, as directed by the Legal Practice Manager.
4. Participate in strategic litigation and projects as directed by the Legal Practice Manager to address systemic legal disadvantage experienced by priority clients in our region.
5. Participate in the development of strategic and innovative ways to identify and to respond to legal needs.
6. Perform all necessary administrative work necessary to manage a busy file load, including accurate record-keeping in accordance with NCLC policies and procedures.
7. Assist the Legal Practice Manager in the preparation of written reports on activities related to allocated responsibilities including the preparation of case studies and other materials for reporting and compliance purposes.
8. Apply NCLC's casework guidelines governing eligibility for on-going assistance, and the extent of that assistance.

### **Community Development, Legal Education and Law Reform**

1. In collaboration with the Legal Practice Manager, identify opportunities and projects for community legal education, community development and law reform initiatives
2. Deliver community legal education, community development and law reform initiatives, including providing presentations and workshops as directed by the Legal Practice Manager.
3. Raise NCLC's public profile and promote awareness of legal rights and responsibilities, through participation in public forums, and community presentations as directed by the Legal Practice Manager.
4. Participate in networks with local government agencies and other organisations.

## **POSITION REQUIREMENTS**

### **ESSENTIAL SELECTION CRITERIA**

1. Eligible to hold a practising certificate in Victoria with at least 12 months post-admission experience.
2. Demonstrated ability to provide legal services in a full range of general law matters including but not limited to civil law areas (motor vehicle accidents, infringements, consumer law, tenancy law, and family law) and criminal law.
3. Demonstrated commitment to access to justice.
4. Demonstrated experience in the delivery of community legal education and/or law reform initiatives.
5. The ability to work collaboratively with others and to foster a co-operative and supportive team environment.
6. Demonstrated effective time management, organisational, and administrative skills.
7. Demonstrated high level written and verbal communication skills and the ability to communicate with a range of people from different backgrounds.
8. Holder of a current driver's licence, with access to a vehicle and vehicle insurance.
9. Demonstrated skills in the adoption and use of ICT-based devices, applications and software and experience in undertaking efficiently administrative duties.

### **DESIRABLE SELECTION CRITERIA**

1. Community language or experience working with people from CALD backgrounds.
2. Experience working in the community sector.