



LAWYER
(Maternity leave position)

POSITION

DESCRIPTION

Service/Program:	Hume Riverina Community Legal Service (HRCLS)
Position Title:	Lawyer – NSW Women’s Outreach
Probation Period:	6 months from commencement
Position Base:	Level 1, 9 Stanley Street, Wodonga but from time to time may be required to work at other UMFC sites either temporarily or permanently by negotiation.
Award:	Community Legal Centres Multi Business Agreement 2006-2009
Classification:	Social & Community Services Employee
Level:	Level 5 or 6 (depending on qualifications and/or experience)
Hours of Work:	Full Time – 38 hours p.w. Contracted hours are according to Employment Conditions form that may change as agreed from time to time.
Tenure:	12 month fixed term contract commencing January 2024.
Travel:	Travel local/regional on a regular basis is required using an Agency vehicle.

UMFC is a Child Safe organisation and is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

1. POSITION CONTEXT & SUMMARY OF POSITION

Consistent with the Agency mission, Strengthening Families to Build Vibrant Communities, the Hume Riverina Community Legal Service (HRCLS) is a program auspiced by Upper Murray Family Care (UMFC). HRCLS is part of a national community legal sector, providing legal assistance to people experiencing financial disadvantage or otherwise disadvantaged in their access to justice in North East Victoria and the Southern Riverina of NSW. HRCLS prioritises working in partnerships and using early intervention strategies such as community development, legal education and law and policy reform projects to inform, strengthen and empower the community we serve.

This position has been made possible due to funding received through the National Legal Assistance Partnership 2020-25 (NLAP) from the Commonwealth for the delivery of legal assistance services to women experiencing or at risk of family and domestic violence in NSW rural communities including Deniliquin, Finley and Corowa. Our funding will be used to deepen our partnership with the Women’s Domestic Violence Court Advocacy Service (“WDVCAS”) and to build on existing relationships with local agencies in the targeted communities.

Under the direction of the Managing Lawyer – Family Law Services, the primary role of the Lawyer is to work in partnership with WDVCAS as well as with other key local organisations, providing information & referrals, legal advice and ongoing casework to women experiencing, or at risk of family and domestic violence, including advocacy in the Local Court. This role will provide community legal education (“CLE”), undertake community development and law reform/advocacy, as required. Working in partnership with WDVCAS, this role includes providing secondary consultations, legal education/professional development and other partnership activities with WDVCAS staff. There is also a component of broader network & sector responsibilities which include maintaining and promoting relationships with Specialist CLCs, active involvement in sector and networks etc.

2. COMMUNICATION WITH OTHERS

Position supervised by:	Managing Lawyer – Family Law Services
Supervises directly:	Nil
Communicates internally primarily with:	HRCLS staff including the targeted domestic violence ONE project team, family law / family violence team, NSW Outreach team, volunteers & students and other relevant staff within UMFC.
Communicates externally primarily with:	Clients, WDVCAS staff, Local Court staff, external project evaluator, other Community Agencies, specialist CLCs, HJP networks, peak bodies e.g. Federation of CLCs, police and local legal practitioners.

3. KEY RESPONSIBILITY AREAS (KRAS)

Consistent with the Upper Murray Family Care values of Participation, Respect, Excellence, Justice and Honesty, this position provides high quality, efficient services through the following Key Responsibility Areas:

KRA 3.1

Under the direction of the Managing Lawyer, provide high quality legal advice, assistance, Court representation, information, referrals and ongoing casework in a trauma informed way to women who are at risk of or experiencing domestic and family violence often with multiple complexities in the targeted locations (in accordance with the funding agreement).

KRA 3.2

Continue to develop partnership with WDVCS to deliver integrated, targeted, efficient and effective legal assistance services to women experiencing or at risk of family and domestic violence.
KRA 3.3 Provide secondary consultations and professional development to WDVCS and other local services and assist non-legal workers to identify legal issues and appropriate referral options and pathways.
KRA 3.4 Engage in appropriate Law Reform and Community Legal Education activities as per requirements set out within Funding Agreements, Strategic Plan, Community Legal Service/Centre Program Plan (CLSP/CLCP) and workplan.
KRA 3.5 Continue to strengthen relationships within the NSW community legal centre sector, and actively participate in local domestic and family violence networks.
KRA 3.6 Work with the Managing Lawyer to develop and implement project plan/work plan and ensure that all reporting and funding requirements are met.
KRA 3.7 Provide support to other HRCLS lawyers, solicitor and paralegal volunteers, non-legal volunteers, law/PLT students as required.
KRA 3.8 Proactively promote and support a culture of child safety and relevant cultural connection for all children including Aboriginal and Torres Strait Islander children, children with disability, children who may be gender diverse or children who may be culturally and linguistically diverse. (CALD)
KRA 3.9 Contribute to the creation and maintenance of a culture that reflects the Agency values of participation, respect, excellence, justice and honesty.
KRA 3.10 Actively participate as a team member in relevant meetings, professional development processes such as supervision, training and quality improvement processes in line with program and UMFC guidelines and requirements.
KRA 3.11 Actively undertake all OHS requirements appropriate to the position & consistent with legal obligation and UMFC culture, policy and procedure.
KRA 3.12 Other duties/delegations as directed, relevant to the main focus of the position.

4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular=21-50%, Frequent=51-70%, Continuous=> 70%)

- Sitting – Frequent
- Standing/walking - Frequent
- Computer based tasks – Frequent
- Driving – Frequent
- Lifting – Frequent

- Twisting/carrying – Frequent

5. KEY SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE:

- 5.1 Eligible for a practising certificate in Victoria.
- 5.2 Experience in advice and casework in the areas of family law, domestic and family violence as well as in the areas of generalist civil law (e.g. tenancy, fines, consumer, credit & debt, insurance etc), preferable, otherwise ability to quickly learn.
- 5.3 Ability to represent clients in Local Court and Federal Circuit and Family Court of Australia preferable, otherwise ability to quickly learn.

PROJECT SKILLS:

- 5.4 Ability or capacity to work collaboratively in an integrated service setting including demonstrated understanding of the principles of working in partnership and managing stakeholders effectively.
- 5.5 Ability to collect and analyse data as well as develop and implement project plans.
- 5.6 Experience in or capacity to prepare and develop Community Legal Education webinars/presentations.
- 5.7 Experience in or capacity to engage in law reform and advocacy.
- 5.8 Ability to work autonomously whilst recognising own limitations and need for support.
- 5.9 Ability to prioritise work effectively to meet deadlines whilst responding to the needs of key partners and service users.

COMMUNICATION SKILLS:

- 5.10 Demonstrated ability to engage and empathise with 'at risk' service users with multiple and complex needs and those who have experienced trauma and/or are affected by poor mental health.
- 5.11 Highly developed verbal communication skills, including the ability to effectively communicate complex information to range of people, via a variety of channels.
- 5.12 Demonstrated capacity to work collaboratively as part of a team and support a cohesive team environment.
- 5.14 High level computer literacy – e.g. MS Office software, videoconferencing facilities, and social media platforms.

5.15 PERSONAL ATTRIBUTES:

- **Positive attitude and team values** – demonstrated ability to be a team player and to put into practice the UMFC values of participation, respect, excellence, justice and honesty.
- **Excellent interpersonal skills** – demonstrated ability to build relationships with various groups of people (colleagues, other professionals, stakeholders, clients), be culturally aware and safe, assess situations and environment and adapt communication style to fit.
- **Resilient and adaptable** – demonstrated ability to “adapt, improvise and overcome”.
- **Creative and innovative** – demonstrated ability to take initiative, be innovative and a creative problem solver.
- **Emotional Intelligence/empathy** – demonstrated ability to manage complex situations and stories of trauma from service providers and clients with empathy and an understanding of own wellbeing.

6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS

- 6.1 A satisfactory Victorian & NSW Working with Children Check
- 6.2 A satisfactory Police Check
- 6.3 Evidence of Covid-19 Vaccination 1 & 2
- 6.3 Current driver’s license

7. WORK CHALLENGES/PRESSURES

- Time constraints and work commitments
- Working with women who have experienced significant domestic and family violence, and have ongoing trauma and complex needs
- Working with clients’ expectations and meeting their needs
- Regular problem solving / challenges around various legal issues, referral options and cross border issues
- Understanding and dealing with funding requirements and expectations
- Establishing partnerships and working with service providers’ expectations and understanding of legal issues within professional and ethical boundaries
- Understanding and participating in project evaluation by an external body or consultant

8. SUPERVISION

At UMFC, supervision is considered to be an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depends in large part on the support and structured reflection provided by the supervision framework.

Supervision has a number of benefits for workers, clients, and the organisation, including:

- Protection and a commitment to quality service provision for clients through case review
- A forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
- A reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact on their professional practice
- An opportunity for workers to build their skills and identify areas for future development in a supportive environment.

Supervision is a requirement for all workers at UMFC and must, at a minimum, be provided:

- on an individual basis
- for 2 hours per month (pro rata) which may be in a single block or may be in smaller units.

9. CONTRACT OF EMPLOYMENT

All persons employed by the agency are employed under contract. Each contract will provide specific information relating to policies and procedures, including the code of conduct, confidentiality and privacy procedure and pre-existing medical conditions which are required to be signed by persons commencing employment at UMFC.

10. DECLARATION OF CURRENT AND ONGOING CAPACITY

1. I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described both in writing in this document, along with any verbal explanations in terms of:
 - a) The knowledge, skills and attitudes required, and
 - b) My physical and psychological capacity to undertake the work.
2. Additionally I agree to notify the Agency immediately of **ANY CHANGE** in my capacity to meet the requirements as outlined in this position description. This may include, but is not limited to:-
 - any changes in the status of my driver's license
 - my ability to meet any required professional registration
 - any compliance requirements such as the DWES where relevant, WWC check and police check.

Signed: _____

Date: _____