

Position Title:	Community Lawyer – Family Law
Terms of Employment:	Ongoing
Hours	Full time 38 hours per week
Reporting to:	Supervising Lawyer
Location:	Level 1, 63 Thomson Street Belmont. Work is also carried out at outreach offices around Geelong and in Colac.
Employment Conditions	In accordance with the Community Legal Centres Multi Business Agreement, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), and applicable legislation
Probationary Period	A three-month probationary period applies, which may be extended by an additional three months. Employment is subject to a satisfactory Police Check. Employment may be terminated by the employee or BCLS within the probation period with one week’s written notice
Classification and Pay Rate:	Community Development Worker Level 5 Class IIb - \$80,442 - \$84,711 dependant on experience.
Salary packaging	The benefits of tax-effective salary packaging are available (including access to Accommodation and Meal Entertainment packaging). This means up to \$18,449 of your annual salary can be taken tax free, subject to substantiation and individual circumstances.

Barwon Community Legal Service

BCLS Vision

A just society in which all people have equal access to, and status under, the law; and a legal system which is humane, fair and equitable.

BCLS Mission

To challenge systemic disadvantage and enable our priority communities to access the support they need to understand their legal rights and overcome their legal problems.

About BCLS

BCLS is an independent not-for-profit community-based organisation, serving the local government areas of City of Greater Geelong, Borough of Queenscliff, Surfcoast Shire, Colac Otway Shire and some regions of Golden Plains Shire since 1986. The service is an incorporated association governed by an independent Board of Directors and receives funding from a number of sources to deliver services across a range of program areas.

Services currently offered include legal information, referral, advice, casework, social work and education for members of the local community. Our model of service provision ensures that work undertaken is reviewed for emerging patterns and trends, and that issues requiring structural change or political intervention are identified and addressed through advocacy, community education and social policy initiatives.

Position Context

The Family Law Community Lawyer will work as part of an integrated multi-function team working across a number of different practice areas. Assisting in the delivery of a holistic legal service to clients who have experienced family violence, and the community, the legal practice team undertakes a range of activities including community legal education, law reform and legal policy work as well as community development activities.

This position will be working in various areas of the legal practice, but will be focused in the area of family law in the context of family violence. As well as appearances at the Federal Circuit Court and Magistrates Court in family law matters, duties may include working as duty lawyer in the Family Violence jurisdiction of the Geelong or Colac Magistrates Courts. Our legal work also involves working on various projects including school lawyer, university student lawyer, criminal clinic, divorce clinic, and family law projects at the Orange Door, SAFVC Centre and Family Relationship Centre.

Collaborates With

BCLS management, employees and volunteers. Centre clients and members of the community.

Decision Making Authority

The Community Lawyer will report to the Principal Lawyer or the Supervising Lawyer who will conduct regular supervision and annual performance reviews. Work will be conducted in accordance with BCLS's policies and procedures, as amended from time to time.

Key Responsibilities**Legal Service Delivery**

- Undertake Family Law and related casework for eligible clients in the context of family violence, and within organisational capacities, arising from client meetings and referred from other areas within service, to include appearing in court when necessary
- Provide legal information, advice and referral during client drop-in and appointment sessions
- Participate, as needed, in the provision of other BCLS services which may include advice and program development at outreach locations
- Contributing to work to improve services for people experiencing disadvantage by offering holistic services and improving connections to other community groups
- Work closely with the social work team to provide holistic support to the clients
- Comply with all requirements of professional legal practice, including practice certificate, continuing professional development and professional indemnity insurance (PII) requirements
- Participate in the development and implementation of alternative service delivery initiatives and service extension
- Attend regular legal team meetings and supervision meetings
- Ensure appropriate file management and information systems are complied with, including the data collection, entry and report generation
- Work with students and volunteers whilst providing legal advice

Community Legal Education, Community Development and Law Reform

- Work collaboratively with Community Education and Development Worker to assist with the development of educational material and the delivery of legal education presentations
- Work to raise BCLS's public profile through participation in public forums and community presentations
- Network with appropriate local, state and national organisations to further the profile and work of BCLS
- Monitor casework to identify potential systemic issues and use this information to inform BCLS's community development planning
- Collaborate with the Principal Lawyer to identify law reform and policy issues, input to law reform, written policy submissions and inquiries, meeting and consultation attendance, planning and conduct of strategic litigation.
- In collaboration with the principal lawyer manage relationships and partnerships with other key stakeholders as required.

General Responsibilities

- Attend internal staff and planning meetings
- Prepare material for BCLS Annual Report
- Attend BCLS Annual General Meeting
- Attend other events as required
- Attend conferences as required
- Participate in professional development through appropriate training
- Participate in the development of relevant submissions and tenders
- Assist with evaluating the program
- Share general office duties as required
- Other duties as required

Key Selection Criteria (Qualifications, Knowledge & Skills, Personal Attributes)**Mandatory Qualifications**

- Admitted to practice (or eligible for admission) as a Barrister and Solicitor of the Supreme Court of Victoria and to hold (or be eligible to hold) a current practicing certificate under the Legal Profession Uniform Law (Victoria) Act.
- Hold a current driver's licence.

Essential Knowledge and Skills

- Commitment to social justice and to meeting the legal needs of disadvantaged groups
- At least 4 years post admission experience
- At least 2 years' experience in running Family Law matters including court appearances and property matters
- Experience in acting for clients for Family Violence matters
- Understanding of trauma informed practice
- Knowledge of a broad range of legal matters

- Willingness to maintain records and seek out, gather and analyse existing information on issues relevant to the position

Desirable Knowledge and Skills

- An understanding of community legal practices and services
- Understanding of the principles and practice of the community sector
- Experience working with people from diverse ethnic and social backgrounds

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to work under pressure and handle difficult conversations
- Discrete and professional
- Compassionate and empathetic
- Developed interpersonal and communication skills
- Capacity to work with minimal supervision, use initiative, set priorities, organise and manage workloads
- High level of energy and enthusiasm

Application Process

Applications close September 30, 2020.

Applications including cover letter addressing the selection criteria and resume should be addressed to the Principal Lawyer and forwarded electronically to employment@barwoncls.org.au.

Previous applicants need not apply.

The recruitment process is expected to comprise three stages for short-listed applicants:

- A video conference interview with the selection panel;
- A second interview with the CEO; and
- Two professional reference checks.

Further Information: www.barwoncls.org.au

Enquiries: Please contact Mandi Hyland, Principal Lawyer on 0488 335 565.