

POSITION DESCRIPTION

POSITION:	Family Violence Lawyer
EMPLOYMENT TYPE:	Full time, 38 hours per week
POSITION HOURS:	Monday to Friday, 9am to 5pm
REPORTS TO:	Legal Practice Manager
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi-Business Agreement (MBA)
REMUNERATION:	SCHCADS Award Rate Class II(b) Level 5 depending on experience

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) formed in early 2016 following an amalgamation of the former Broadmeadows Community Legal Service and Moreland Community Legal Centre. The NCLC operates in one of the fastest growing and disadvantaged areas of Melbourne, and has a significant catchment including the Hume City Council, Moreland City Council and Mitchell Shire Council. The NCLC operates from a central office located in Broadmeadows, with outreach services to other service areas, including Wallan, Sunbury, Coburg, Glenroy, Fawkner and Craigieburn.

Our purpose is to ensure equal access to justice for all in Melbourne's North West and we do this by the provision legal services, community legal education and law reform aimed at the most vulnerable and disadvantaged people in Melbourne's North West. NCLC gives priority to victims/survivors of Family Violence, Refugees and newly arrived communities, people who have a diagnosed mental illness, young people and members of our community who have or are facing multiple systemic barriers to achieving justice in their legal matters.

POSITION OBJECTIVE

The Family Violence Lawyer will advise and represent applicants and AFTs seeking the protection of a family violence intervention order at the Broadmeadows Magistrates' Court. The Family Violence Lawyer will also provide advice, casework and representation to eligible clients in family law, VOCAT applications, infringements and civil law. The Family Violence Lawyer will also undertake community legal education and law reform activities under the direction of the Legal Practice Manager.

POSITION RESPONSIBILITIES

Legal Service Delivery

- I. Provide high quality legal services including legal advice, casework and court representation to eligible clients in a range of practice areas, including family violence intervention orders, family law, VOCAT applications, civil law and other areas as required.

2. Provide duty lawyer advice and representation to applicants and AFMs in family violence intervention order proceedings at the Broadmeadows Magistrates' Court.
3. Undertake administrative duties relevant to the legal services including word processing and photocopying of documentation and correspondence.
4. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.

Community Development, Legal Education and Law Reform

1. In collaboration with the Community Development Manager and the Legal Practice Manager, identify and develop opportunities and projects for community legal education, community development and law reform initiatives.
2. Promote NCLC's Family violence service to community groups by participating in networks, working groups and other forums, including social media.
3. Assist the Legal Practice Manager in the preparation of law reform submissions, funding applications and community legal education publications.
4. Network with organizations including Family Violence Services, Settlement agencies and other community agencies working with victims of family violence.

POSITION REQUIREMENTS

Essential Selection Criteria

1. Eligible to hold a practising certificate in Victoria and have at least one year post admission experience or other relevant experience.
2. Demonstrated ability to provide legal services in a range of matters affecting victims of family violence, including family law, family violence intervention orders, Victims of Crime compensation and other civil areas of law.
3. Demonstrated experience in the delivery of community legal education and law reform initiatives.
4. Demonstrated effective time management and interpersonal skills.
5. Demonstrated high level written and verbal communication skills and the ability to work well under pressure within a team environment.
6. A current Victorian driver's licence and access to a vehicle.
7. Demonstrated computer literacy and experience in undertaking administrative duties.

Desirable Selection Criteria

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