

## COMMUNITY LAWYER – OUTER EAST

### How to apply

To prepare your application, please provide the following:

- a cover letter
- resume; and
- responses to the key selection criteria contained in the position description.

*Applications that do not clearly address the selection criteria will be disregarded.*

**Applications close midnight on Sunday, 11 July 2021**

### Where to apply

Completed applications may be forwarded to the Chief Executive Officer, Michael Smith;  
**employment@eclc.org.au.**

### ECLC Recruitment Process

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

- Interview with the selection panel; and
- Professional reference checks.

Applicants may be subject to the following pre-employment checks:

- A current Working with Children Check
- A current Police Record Check
- A current practicing certificate
- Proof of the right to work in Australia

The selection panel may conduct additional interviews or assessments at its discretion.

*Eastern Community Legal Centre welcomes applications from current volunteers of our organisation. It is the position of Eastern Community Legal Centre however that a person cannot be engaged as both a paid employee and a volunteer of the Centre. Please note that if successful in the recruitment process, any current volunteer would be unable to continue in their volunteering role for the duration of their engagement.*

### Contact Us

If you have any questions regarding the role, please contact **Connie Chen** on **(03) 9957 2415**

For further information: [www.eclc.org.au/employment](http://www.eclc.org.au/employment)

Eastern Community Legal Centre knows that our organisation is stronger with a diversity of backgrounds and experience. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.

<b>Position Title</b>	<b>Community Lawyer – Generalist (Outer East)</b>
Directorate, Team	Legal Services
Location	Boronia and associated outreach locations (with initial working from home arrangement due to COVID-19)
Position reports to	(Acting) Managing Lawyer – Yarra Ranges
Direct reports	Nil
Classification	5
Enterprise Agreement	Eastern Community Legal Centre Enterprise Agreement 2013-2016
Employment type	Permanent, Full-time (1.0 FTE), 38 hours per week

## About Eastern Community Legal Centre

OUR VISION: Human Rights | Fairness | Justice

OUR MISSION: Eastern Community Legal Centre (ECLC) is a multidisciplinary legal service that works to prevent problems, progress fair outcomes and support the wellbeing and resilience of communities and community members in Melbourne’s East.

Making the most of its abilities and the resources available, ECLC provides:

- information, advice and assistance across a range of legal and related issues
- advocacy to resolve problems at the earliest opportunity
- referrals to community agency partners
- integrated legal services, including through Health Justice Partnerships
- community development and education programs with a focus on rights, responsibilities and options
- primary prevention activities, using broad partnership approaches
- strategic advocacy to change unfair laws and improve systems and practices

OUR VALUES:

<p><b>Respect</b> Appreciating diversity and treating all people with dignity</p>	<p><b>Compassion</b> Understanding the underlying causes of disadvantage &amp; offering support without judgment</p>	<p><b>Advocacy</b> Providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice</p>
<p><b>Safety</b> Assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing</p>	<p><b>Justice &amp; human rights</b> Showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities</p>	<p><b>Strong governance &amp; assurance</b> Practicing proactive and transparent leadership and striving for continuous improvement</p>
<p><b>Resourcefulness &amp; practicality</b> Finding solutions through working collaboratively and generously sharing expertise</p>	<p><b>Innovation &amp; entrepreneurship</b> Encouraging new ideas, taking calculated risks to increase impact, and leading by example</p>	<p><b>Quality &amp; evaluation</b> Building evidence-based practice through a robust monitoring and evaluation culture</p>

## Position Summary

ECLC is committed to working with its community utilising a variety of direct legal services and community development strategies. This position is responsible for providing legal services within the general legal practice. While this role has a focus on legal advice and casework, all staff are expected and encouraged to have some involvement in the community development and education work of the Centre.

The generalist legal practice has a focus on family law and family violence, including an advice service at the Ringwood Magistrates' Court, as well as civil and minor criminal matters, and specialised casework.

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## Key Accountabilities

### Daytime Legal Advice and Casework

1. Provide legal advice at day service appointments, including outreach locations and at the Intervention Order Support Service
2. Maintain individual caseload
3. Assist with the development of volunteer programs including training and supervision of volunteers.
4. Ensuring compliance with professional indemnity insurance scheme
5. Utilise ICT-based devices, applications, software and services to support productivity, effective communication and collaboration, and a digitally capable organisation

### Night Service

6. Monitor advice and casework provided at night services and ensure compliance with professional indemnity insurance scheme
7. Attend to correspondence and follow up casework as appropriate on night service files
8. Attend night service

### Community Development

9. Encourage and foster the interaction and integration of legal assistance with the Centre's community development work
10. Participate in community development, partnership, education and law reform projects
11. Support the Centre to strengthen networks, engaging the support and involvement from a range of individuals and organisations e.g. court staff, legal practitioners, community agencies, volunteers
12. Collaborate with staff to ensure community education materials are accurate, effective and highly accessible
13. Provide community legal education presentations and workshops
14. Provide legal information and advice services to community workers who seek information from the Centre
15. Represent the Centre in a variety of forums

### Organisational Participation

16. Undertake professional development in consultation with manager/supervisor
17. Actively participate in meetings with manager/supervisor
18. At all times comply with ECLC policies and procedures, as varied from time to time
19. Participate in organisational activities such as staff meetings, planning meetings and team development initiatives
20. Understand and demonstrate ECLC values
21. Undertake other duties or responsibilities, as directed, within the scope of this role and consistent with skills, qualifications and experience as may be required from time to time

## Decision Making

22. Decision-making authority over day to day workflow
23. Strategic or program decision making made in consultation with the (Acting) Managing Lawyer – Yarra Ranges

## Key Capabilities

The Key Capabilities apply to all ECLC employees and describe the capabilities that are needed to meet our strategic goals.

Capability	Description
<b>Communicating with Others</b>	<ul style="list-style-type: none"><li>▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations</li><li>▪ Negotiates confidently from an informed and credible position</li><li>▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions</li></ul>
<b>Working with Others</b>	<ul style="list-style-type: none"><li>▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably</li><li>▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships</li><li>▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues</li><li>▪ Focusses on group results &amp; celebrates teams' successes</li></ul>
<b>Taking Action</b>	<ul style="list-style-type: none"><li>▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions</li><li>▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective</li><li>▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately</li><li>▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others</li><li>▪ Contributes to and participates in process improvement and new approaches/ideas</li></ul>
<b>Coping with Pace, Challenges and Change</b>	<ul style="list-style-type: none"><li>▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change</li><li>▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances</li><li>▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development</li><li>▪ Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards</li><li>▪ Supports an organisational culture that reflects ECLC values and vision</li></ul>

Capability	Description
	<ul style="list-style-type: none"> <li>▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners</li> <li>▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness</li> </ul>

## Key Relationships

Contact / Organisation	Purpose of Relationship
<b>Internal</b>	
CEO	To ensure alignment with organisational strategic objectives
Director – Legal Services & Principal Lawyer	To ensure alignment with directorate with organisational strategic objectives
Managing Lawyer – Yarra Ranges	Direct line manager Regular interaction in relation to the development and completion of key activities Regular feedback to support ongoing performance and development
Senior Community Lawyer	Regular interaction in relation to client service provision activities
Program Managers / Coordinators	To work collaboratively in relation to client services and provide support and advice in relation to the generalist practice
Team	Participate in meetings to share information, provide input on issues and in planning/processes
<b>External</b>	
Service Providers	To establish and maintain strong relationships and ensure quality service delivery

## Key Selection Criteria

### Qualifications and Specialist expertise

1. Eligible to hold an Employee Practising Certificate in Victoria.

### Knowledge and skills

2. Demonstrated post-admission experience in a broad range of matters, particularly in family law/family violence and generalist legal advice
3. Demonstrated high level written and oral communication skills, including the ability to simplify legal jargon and to work well within a team environment
4. Demonstrated commitment to meeting the legal needs of disadvantaged groups
5. Ability to undertake projects recognising the relationship between casework, community development and community legal education
6. Demonstrated experience in working autonomously and in a team
7. Demonstrated computer literacy and experience in undertaking own administrative duties (e.g. word processing, file management)
8. Commitment to social justice and equality
9. Confident in the adoption and use of ICT-based devices, applications, software and services to support productivity, effective communication and a digitally capable organisation

### Personal qualities

10. Ability to contribute to a positive working environment.
11. Team orientation.
12. Ability to work under pressure.
13. Discretion and professionalism

## Additional Information

<b>Child Safety</b>	ECLC is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children at all times. As a 'child safe organisation', employment with ECLC is subject to a current Working with Children Check
<b>Cultural competency</b>	ECLC strives to maintain a culturally competent and inclusive workplace. All staff are expected to undertake cultural competence training.
<b>Equal Opportunity</b>	ECLC is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.
<b>Flexible Working</b>	ECLC promotes flexible working in order to balance personal and work needs, including working from home and flexible work hours. ECLC also operates a flexi-time system.
<b>Health, safety and wellbeing</b>	<p>ECLC is committed to ensuring the physical and psychological health and safety of all employees, volunteers and other people involved in our organisation activities. Our people are expected to comply with our Health and Safety policy and procedures.</p> <p>It is the employee's responsibility to:</p> <ul style="list-style-type: none"> <li>▪ Comply with instructions and take reasonable care to ensure their own health and safety, and that of others</li> <li>▪ Participate in the development of a healthy and safe workplace</li> <li>▪ Immediately report to their supervisor any perceived health and safety risk, and report any injury or illness immediately where practical, including completion of incident/injury forms</li> <li>▪ Not place others at risk by any act or omission</li> <li>▪ Use equipment safely and in a responsible manner</li> </ul>
<b>Pre-employment verification</b>	<p>Appointment may be subject to satisfactory completion of screening requirements including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ A current Police Record Check</li> <li>▪ A current practising certificate in Victoria</li> <li>▪ Verification of work right in Australia</li> <li>▪ Certified copies of qualifications</li> </ul>
<b>Self-referral</b>	It is ECLC policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.
<b>Work environment</b>	<p>Due to the current pandemic, this position includes an initial working from home arrangement. The physical environment requires employees to work mainly inside the office and work for extensive periods on a computer.</p> <p>Some travel may be necessary between office sites and to attend outreach locations and/or meetings. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.</p> <p>Occasional evening commitments.</p>

## Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that ECLC reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Name:		Signature:		Date:	
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