



Position Description

POSITION DETAILS

Job title:	Community Lawyer (Outer East)
Classification level:	5
Service area:	Legal Services
Location:	Boronia
Reports to:	Managing Lawyer (Outer East)
Direct reports:	N/A
Employment status:	Full-time. Ongoing.
Employment conditions:	All positions at Eastern Community Legal Centre are subject to the continuation of external funding In accordance with the <i>Eastern Community Legal Centre Enterprise Agreement 2013-2016</i> and applicable legislation, and the requirements contained in the job description, each of which forms part of this contract
Probationary period:	A three month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice
Travel:	The position will require attendance at alternate locations, including other ECLC offices and outreach sites, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed



EASTERN COMMUNITY LEGAL CENTRE

Vision: Human Rights | Fairness | Justice

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.

ECLC works with communities and community members living in Boroondara, Knox, Manningham, Maroondah, Whitehorse and Yarra Ranges.

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.

POSITION CONTEXT

The Centre is committed to working with its community utilising a variety of direct legal services and community development strategies. 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 legal practice has a focus on family law and family violence, including an advice service at the Ringwood Magistrate's Court, as well as civil and minor criminal matters, and specialised casework.

COLLABORATES WITH

ECLC management, employees and volunteers.

DECISION MAKING AUTHORITY

Decision making authority regarding day to day work flow. Legal practice consultation with Managing Lawyer (Outer East).



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p>Daytime Legal Advice and Casework Service</p> <p>1.1. Provide legal advice at day service appointments, including outreach locations and at the Intervention Order Support Service</p> <p>1.2. Maintain individual caseload</p> <p>1.3. Assist with the development of volunteer programs including training and supervision of volunteers</p> <p>1.4. Ensuring compliance with professional indemnity insurance scheme</p>	<p>Deliver legal advice and carry the required caseload as negotiated annually (and amended as required)</p> <p>Support and monitor the work of casework and other volunteers on a weekly basis</p> <p>Regularly monitor practice for compliance with guidelines and requirements</p>
2.	<p>Night Service</p> <p>2.1. Monitor advice and casework provided at night services and ensure compliance with professional indemnity insurance scheme</p> <p>2.2. Attend to correspondence and follow up casework as appropriate on night service files</p> <p>2.3. Attend night service</p>	<p>Supervise and support volunteer lawyers on allocated teams to provide advice of the highest quality</p> <p>Ensure volunteers on allocated teams are integrated with the wider practice and organisation</p> <p>Visit allocated night service teams at least once per quarter</p>
3.	<p>Community Development, Partnership and Integrated Practice</p> <p>3.1. Encourage and foster the interaction and integration of legal assistance with the Centre’s community development work</p> <p>3.2. Participate in community development, partnership, education and law reform projects</p> <p>3.3. 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</p> <p>3.4. Collaborate with staff to ensure community education materials are accurate, effective and highly accessible</p> <p>3.5. Provide community legal education presentations and workshops</p> <p>3.6. Provide legal information and advice services to community workers who seek information from the Centre</p> <p>3.7. Represent the Centre in a variety of forums</p>	<p>Resource and provide legal and related expertise to Outer East community development and project staff</p> <p>Deliver community legal education sessions as required</p> <p>Prepare and deliver professional development sessions on topical issues for volunteers</p> <p>Participate in external forums as ECLC’s representative as required</p> <p>Assist in and support the Centre’s integrated practice work as required</p>



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
	3.8. Support the Centre's integrated practice and multi-disciplinary work	
4.	Accountability	
	4.1. Participate in supervision with the Managing Lawyer (Outer East)	Active participation in regular professional supervision
	4.2. Undertake training/professional development in consultation with the Managing Lawyer (Outer East)	ECLC policies and procedures adhered to at all times
	4.3. Adhere to all ECLC policy and procedures	

CORE CAPABILITIES	
Capability	Description
Communicating with Others	<ul style="list-style-type: none">Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situationsNegotiates confidently from an informed and credible positionActively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions
Working with Others	<ul style="list-style-type: none">Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitablyShares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationshipsRecognises 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 issuesFocusses on group results & celebrates teams' successes



CORE CAPABILITIES	
Taking Action	<ul style="list-style-type: none">▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others▪ Contributes to and participates in process improvement and new approaches/ideas
Coping with Pace, Challenges and Change	<ul style="list-style-type: none">▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development▪ 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
Leadership	<ul style="list-style-type: none">▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards▪ Supports an organisational culture that reflects ECLC values and vision▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness



KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Eligible to hold an Employee Practising Certificate in Victoria

Essential Knowledge & Skills

- At least two years demonstrated post-admission experience in a broad range of matters, particularly in family law/family violence and generalist legal advice
- Demonstrated high level written and oral communication skills, including the ability to simplify legal jargon and to work well within a team environment
- Demonstrated commitment to meeting the legal needs of disadvantaged groups
- Ability to undertake projects recognising the relationship between casework, community development and community legal education
- Demonstrated experience in working autonomously and in a team
- Demonstrated computer literacy and experience in undertaking own administrative duties (e.g. word processing, file management)
- Commitment to social justice and equality

Desirable Knowledge and Skills

- Experience working with people from Culturally and Linguistically Diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds
- Experience working within the community sector

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to work under pressure
- Discretion and professionalism



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

- **Commitment to ECLC Vision, Mission, Aim and Values**

Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

ECLC Values:

Respect - appreciating diversity and treating all people with dignity

Compassion - understanding the underlying causes of disadvantage & offering support without judgment

Advocacy - providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice

Safety - assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing

Justice & human rights - showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities

Strong governance & assurance - practicing proactive and transparent leadership and striving for continuous improvement

Resourcefulness & practicality - finding solutions through working collaboratively and generously sharing expertise

Innovation & entrepreneurship - encouraging new ideas, taking calculated risks to increase impact, and leading by example

Quality & evaluation - building evidence-based practice through a robust monitoring and evaluation culture

- **Self-Referral**

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.

- **Pre-employment Verification**

Appointment may be subject to satisfactory completion of screening requirements, including but not limited to:

- provision of a current practising certificate
- a valid Employee Working With Children Check
- National Criminal History Check
- International Criminal History Check
- verification of work rights in Australia
- certified copies of qualifications

APPLICATION PROCESS

Applications including resume, cover letter and responses to the Key Selection Criteria to be submitted by 12.00am on Sunday, 29 March 2020 to employment@eclc.org.au

Applications must clearly address the selection criteria contained in the position description.



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

- A face-to-face interview with the selection panel; and
- Professional reference checks.

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

Further Information: www.eclc.org.au

Questions: Please contact Amanda McAnuff on (03) 9762 6235