



Position Description

POSITION DETAILS

Job title:	Community Lawyer - Eastern Integrated Practice Project
Classification level:	5
Service area:	Legal Services
Location:	Box Hill and Outreach locations across the Eastern Metropolitan Region.
Reports to:	Manager – Partnerships & Community Development (Inner East)
Direct reports:	N/A
Employment status:	Full time (5 days per week) fixed term contract to 31 December 2020. (Part time /4 days per week considered). All positions at the Centre are subject to the continuation of external funding.
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation, the operational policies of ECLC and the requirements contained in this position description.
Remuneration:	Salary package in the range of \$82,675 - \$88,779 per annum based on qualifications, skills and experience, comprising base salary (\$74,500 – \$80,000) employer funded superannuation in accordance with the Superannuation Guarantee (Administration) Act 1992 and the benefits of tax-effective salary packaging available (including access to Accommodation and Meal Entertainment packaging).
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

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT – EASTERN INTEGRATED PRACTICE PROJECT

The Eastern Integrated Practice (EIP) Project will build upon **ECLC's** successful Enhanced Entry Project (EEP) demonstrating an effective approach through intake, assessment, intervention and support to reduce barriers to accessing legal services and support services.

The EIP project aims to further develop ECLC's capability and expertise in providing legal and other support services to clients with complex needs through an integrated practice model of service in which a Community Lawyer works together with a Client Advocate to provide advocacy, support, legal advice and legal/case support interventions as part of the EIP Service Team.

Further aims of the EIP Project are to document the establishment and development of the EIP Service Team as an integrated practice model, drawing on the experience and expertise of similar models operating within ECLC and the community legal and support service sector more broadly. Project learnings will be shared with the intention of building capacity and understandings of 'best practice' within the community legal sector in delivering services to clients with complex needs through an integrated practice approach.

Project Vision

To enhance access to justice and legal support for people experiencing increased vulnerability and disadvantage, through integrated practice approaches.

Partnership Approach

ECLC is the project lead with key partner organisations across the Eastern Metropolitan Region.

Background

ECLC has received funding from the Legal Services Board over a 2 year period.

Project Objectives

- Demonstrate a successful integrated practice model for clients experiencing disadvantage, presenting with complex needs through the establishment of an Integrated practice team, with strong links to key partner organisations and effective delivery of accessible outreach services
- Produce a report documenting existing integrated practice models in Victoria
- Increase the capacity of Victorian CLC's and the community they work with to respond clients experiencing disadvantage and seeking legal support.

EIP Service Team

As the service delivery component of EIP Project, the Eastern Integrated Practice Service team will integrate a Community Lawyer and a Client Advocacy Coordinator within key partner agency locations, to provide a service that responds to disadvantaged clients presenting with complex needs and experiencing systemic barriers to accessing services, specifically:

- People who are homeless or experiencing housing and tenancy issues



- People engaging with mental health or Alcohol and other drugs (AOD) services

EIP services aim to overcome barriers that can make accessing legal services more difficult for clients through integration with key services providers in the homelessness and AOD sector and provision of services that are:

- flexible, holistic, responsive to the diverse needs of clients with complex needs
- Integrated, streamlining clients accessibility and referral pathways to ECLC enabling effective legal interventions in the context of client advocacy and support to meet housing, homelessness, AOD need.

MANAGEMENT STRUCTURE

The EIP Service Team are part of the Legal Services Directorate. The EIP team will work closely with other ECLC program areas, especially other integrated practice programs where appropriate.

Whilst operating within ECLC's legal practice guidelines, EIPP maintains separate, clear and strategic program guidelines and objectives. All members of the EIPP team must adhere to ECLC's relevant legal professional privilege requirements and related privacy and reporting policies.

Regular supervision and support/guidance for the position is provided by the Manager of Partnerships & Community Development (Inner East) as EIP Project Manager, with support from the Director of Legal Services (Principal Lawyer). The position will also work closely with Centre management, staff and volunteers and program partners including key project stakeholders and members of the community.



KEY RESPONSIBILITY AREAS

No.	Key Responsibilities	Performance Measures
1.	<p>Legal Advice and Casework Service</p> <p>Provide legal advice and casework assistance to clients with complex needs at key partner agency sites, as part of an integrated practice approach. This includes:</p> <ul style="list-style-type: none">1.1 Working as part of the EIP Service Team to develop strong integrated practice approaches to deliver effective legal and community service professional interventions, support and response to clients with complex needs.1.2 Maintaining a caseload and representing clients at court or tribunal hearings where appropriate.1.3 Providing legal information and advice services to community workers who seek information from partner or other organisations.1.4 Ensuring compliance with professional indemnity insurance scheme.1.5 Work closely and collaboratively with the EIP Community Advocate to deliver co-case management services.1.6 Ensure an understanding of, and abide by, all professional obligations relating to legal professional privilege and maintaining client confidentiality within a multidisciplinary team.1.7 Follow directions of management and established processes for co-case management and communication within the team.1.8 Maintain relevant and appropriate records and file management as directed by management and Principal Lawyer.1.9 Where required, support the generalist service by providing legal advice at day service appointments, including outreach locations and at the Intervention Order Support Service.	<p>Regularly monitor the operation of EIPP for compliance with ECLC practice guidelines and requirements.</p> <p>Deliver legal advice and carry a caseload.</p> <p>Resource and provide legal and related expertise to community workers on request.</p> <p>Legal processes reviewed periodically in consultation with EIP Project Manager/Manager of Community Development & Partnerships (Inner East) and Principal Lawyer.</p>



<p>2.</p>	<p>Community Development</p> <p>Provide educative programs to raise awareness of legal issues and the legal system, in particular for areas of law that affect people experiencing disadvantage or with complex needs.</p> <p>This may include:</p> <p>2.1 Engaging in partnership development activities with agencies and other local parties in order to build awareness of the service.</p> <p>2.2 Providing community legal education presentations and seminars.</p>	<p>Deliver community legal education sessions as required by the EIP Project.</p> <p>Prepare and deliver professional development sessions on topical issues for agencies and partners.</p> <p>Participate in external forums as ECLC's representative as required.</p>
<p>3.</p>	<p>General</p> <p>3.1 Participate in regular supervision with the EIP Project Manager/Manager of Partnerships & Community Development - Inner East and as directed as part of the EIP Service Team.</p> <p>3.2 Undertake training/professional development in consultation with the EIP Project Manager/Manager of Partnerships & Community Development (Inner East) and the Principal Lawyer/Director of Legal Services.</p> <p>3.3 Adhere to all ECLC centre policy and procedures.</p> <p>3.4 Provide regular written reports as requested by the EIP Project Manager.</p>	<p>Participate in regular professional supervision, including external supervision where directed.</p> <p>ECLC policies and procedures adhered to at all times.</p>



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

Mandatory Qualifications

- Eligible to hold an unrestricted Employee Practising Certificate in Victoria.
- Demonstrated post-admission experience in a broad range of matters including civil law, criminal law and generalist legal advice.

Essential Knowledge & Skills

- Demonstrated commitment to meeting the legal needs of people experiencing disadvantage or with complex needs.
- Demonstrated experience working within a multi-disciplinary environment.
- Ability to maintain a balance between delivering legal services and working within a legal program model with specific objectives.
- Demonstrated high-level written and oral communication skills, including the ability to use plain English to explain legal concepts.
- Commitment to social justice and equality.
- Demonstrated computer literacy and experience in undertaking own administrative duties (e.g. word processing, file management).

Desirable Knowledge and Skills

- Experience working within the community sector.
- Experience working within the Mental Health Tribunal.
- Experience working in a Health Justice setting or partnership.

Personal Attributes

- Team orientation.
- Ability to contribute to a positive working environment.
- 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.

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings.

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures.

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct.

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and work towards equitable access to legal services.

Self-Referral

- It is Centre 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 must clearly address the key selection criteria. Applications that do not address the key selection criteria will not be considered.

Applications should be marked as *confidential* and addressed to:

Michael Smith
Chief Executive Officer
Eastern Community Legal Centre Inc.
Suite 3, Town Hall Hub
27 Bank Street, Box Hill 3128
employment@eclc.org.au

Applications close at midnight on Sunday, 23 June 2019

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 Annie Davis or Belinda Lo on 0423 731 821