



POSITION DESCRIPTION

POSITION DETAILS

Job title:	Project Co-ordinator - SAGE
Classification level:	6
Service area:	Legal Services - Major Projects
Location:	Boronia and integrated outreach locations across the Eastern Metropolitan Region
Reports to:	Manager – Major Projects
Direct reports:	Operational supervision provided to SAGE staff including, Community Lawyer, Advocate and Intake and Administration Officer Professional (and legal) supervision provided to Community Lawyer by the Senior Community Lawyer – Major Projects. Professional supervision provided to the Advocate by the Manager – Major Projects
Employment status:	Full-time (or part-time/4 days). Fixed term contract (to 31 August 2019) All positions at the Centre are subject to the continuation of external funding
Remuneration:	Salary package in the range of \$80,000 - \$90,000 per annum based on qualifications, skills and experience, comprising cash salary (\$72,500 – \$82,500), employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i> . Additionally, the benefits of leave loading on annual leave and tax-effective salary packaging (including access to Accommodation and Meal Entertainment packaging) will be available from commencement
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation
Travel:	The position will require attendance at alternate locations, including other offices and outreach, 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

ECLC has been selected by the Australian Government to implement a specialist family violence unit under the Women's Safety Package (announced in September 2015). Agency consultation and service planning has led to the development of the family violence team model for this vital initiative.

The Family Violence Team ("the Team") provides end-to-end intensive legal support to vulnerable women at risk of family violence. The program utilises a lawyer/advocate team to assist with advice and casework in family violence intervention orders and ancillary legal issues, utilising clear referral pathways where necessary. The team has a specific focus on early advice and advocacy in family violence matters and where 'vulnerable' clients have multiple legal issues.

The Team focuses integrated outreach services to women at risk of family violence that face additional barriers to accessing services, particularly these vulnerable communities:

- Aboriginal communities
- CaLD communities
- Women with disabilities
- Women with mental health issues.

The Team provides key services onsite at project partner sites to be accessible to these vulnerable client groups, as well as at ECLC locations.

Service objectives

Key local services and internal stakeholders identified the greatest unmet legal need for clients experiencing family violence as:

- comprehensive family violence intervention order advice and casework (prior to court, at court, and at a contested hearing)
- child protection, particularly early intervention and advocacy
- family law, both in child contact and property matters.

The limited resources of this project will not allow for a comprehensive service in all three jurisdictions. ECLC is developing and utilising other service partnerships and relationships extensively to assist clients where needed. The objectives of the Team are to provide family violence intervention order advice and casework, as well as assistance with ancillary legal and support issues within the service's capacity.



As far as possible, the Team seeks to minimise the re-traumatisation of the client repeating their story and the ‘referral roundabout’ by providing a case management/wrap-around model and to refer clients internally to assist with legal issues that arise from their experience of family violence.

The Family Violence Team and Partnership Approaches

Initially, four key roles comprise the Team. It is hoped to provide additional capacity through further partnerships, secondments and other opportunities:

- Project Co-ordinator (partnership and linkages focus) - full-time (or part-time/0.8 fte)
- Community Lawyer (family violence expertise) - full-time (1.0 fte)
- Family Violence Advocate - part-time (0.8 fte)
- Intake, administration and data support - part-time (0.4 fte).

The program is based at ECLC’s Boronia office, but has identified a number of key agency partners for collaboration through the project and will develop these partnerships through integrated outreach service models.

There will also be future out-posting into the Team through integrated models, such as:

- Community Lawyer with Child Protection expertise
- Aboriginal Engagement and Liaison Officer and Support Worker
- Family Violence Worker (for women) linked to Men’s Behaviour Change program.

Legal advice and casework is provided using a lawyer/advocate co-case management model.

MANAGEMENT STRUCTURE

SAGE is part of ECLC’s Major Projects Group, within the Legal Services directorate. SAGE also works closely with the MABELS program, an advocacy-health alliance project working in the family violence sector.

Whilst operating within ECLC’s legal practice guidelines, SAGE maintains separate, clear and strategic client assistance criteria and approaches. All members of SAGE must adhere to ECLC’s relevant legal professional privilege requirements and related privacy, and reporting policies.

Internal supervision and support provided by the Manager – Major Projects. External professional supervision also available.

COLLABORATES WITH

ECLC directors, management, employees and volunteers. Partner agencies.

DECISION MAKING AUTHORITY

In consultation with the Manager – Major Projects, decision-making authority over day to day workflow. Strategic or program decision making made in consultation with the Manager – Major Projects.



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	Lead the development of SAGE to achieve its objectives within a complex stakeholder environment, to improve the system and outcomes for women and children within the project's scope.	<p>Maintain a women focused approach to client work</p> <p>Provide support and supervision to members of the team to ensure individual goals and actions feed into broader team strategy</p> <p>Develop and document policies and processes to ensure quality of practice</p> <p>Document team practices as the service develops to ensure consistency and continuity</p>
2.	<p>Co-ordinate the implementation of the project to meet its objectives, based on the agreed project plan.</p> <p>2.1 Women focused approach, safety and well-being first priority. Acknowledge individual journey and needs, respond flexibly to each situation.</p> <p>2.2 Stronger collaboration and a greater understanding of family violence in a legal context across disciplines, providing a more holistic response to women experiencing family violence.</p> <p>2.3 Support local initiatives to educate, raise awareness of and prevent violence against women, with ancillary support for broader family violence campaigns.</p> <p>2.4 Develop strong relationships with key partner agencies to provide secondary consults, build capacity of non-legal services and use co-design approach to inform FVT practice.</p> <p>2.5 Provide end-to-end culturally appropriate legal and non-legal care (wrap around) to vulnerable women and children.</p>	<p>Support the development of policies and processes that identify, respond and manage risk and safety</p> <p>Support ongoing colocation at BWAHS, with the team seeing clients and participating in relevant activities where appropriate</p> <p>Explore further options for other colocation arrangements within specialised services who engage with clients from our priority groups</p> <p>Develop training material to deliver CLE on family violence from a HJP lens (including trauma, safety and prevention elements)</p> <p>Participate in and promote community led or service provider events when these events are intended to reach members from our priority groups. Deliver CLE and prevention sessions where requested, where these sessions serve to increase opportunities for service delivery, stronger</p>



		<p>partnerships or increased trust and visibility in the community.</p> <p>Participate in external forums as SAGE team's representative as required</p> <p>Attend service provider network meetings</p> <p>Attend relevant training, deliver PD sessions where requested</p> <p>Clear communication of what our team provides, who we work with and clear referral pathways. Use an active approach to strengthen and expand connections between key partner agencies</p> <p>Strategically monitor team's caseload to ensure priority clients are assisted, assist with maintaining clear referral pathways to ensure the team utilises outside assistance where required</p>
3.	Collect and analyse data and conduct consultations to inform the project.	<p>Develop and implement evaluation plan</p> <p>Collect anecdotal evidence and feedback from services to indicate gaps or ways to improve FV responses</p> <p>Collate case studies to highlight the work being done through SAGE for sharing internally and externally: increasing awareness of the service and strengths of HJP model</p>



4.	Communicate effectively with project partners, agencies and relevant family violence and other networks within the region.	Develop communications strategy including promotional material for the team for sharing with partner agencies Maintain contact list of partner agencies and key staff contacts within organisations
5.	Ensure compliance with policies and procedures of the service.	Communicate regularly with SAGE team members to ensure understand and compliance with policies and processes of the team and ECLC



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

Mandatory Qualifications

- Tertiary qualifications in a relevant discipline

Essential Knowledge & Skills

- Demonstrated experience in working with women responding to family violence
- Sound knowledge and understanding of family violence issues, government policy and initiatives
- Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders in the community and government sectors at a senior level
- Relevant experience in planning, co-ordinating and delivering services to members of disadvantaged and vulnerable communities
- Demonstrated experience in the planning, development and delivery of community education and development activities
- Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment
- Experience working within the community sector
- Excellent organisational, interpersonal and communication skills, including:
 - Supervision and mentoring skills
 - Written and computing skills – reports, correspondence
 - Oral skills – liaison, consultation, negotiation, group facilitation

Desirable Knowledge and Skills

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

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

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 works 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

- Employment may be subject to professional reference checks, a Police Record Check and a Working with Children's check (if applicable)



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 5.00pm on Monday, 1 May 2017

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 Marika Manioudakis, Manager – Major Projects on (03) 9285 4822.