

DAREBIN COMMUNITY LEGAL CENTRE INC
FAMILY VIOLENCE COMMUNITY LEGAL
EDUCATION LAWYER
JOB DESCRIPTION

CONTRACT PART-TIME: 21 HOURS PER WEEK
September/October 2010 to June 2011

BACKGROUND TO THE POSITION

DCLC is a community run legal service, which provides free legal advice and referral to people who live and work in the Darebin area. The legal centre employs nine part time workers and is assisted by approximately 100 volunteers. The centre is funded by state and federal government through Victoria Legal Aid.

Darebin Community Legal Centre (DCLC) has for many years run a successful intervention order court support service originally at Preston and more recently Heidelberg Magistrates' courts. In 2005 Heidelberg commenced as one of two sites for the operation of a trial project Family Violence Division. Darebin has been funded by the Department of Justice via Victoria Legal Aid to provide a duty lawyer service, primarily to applicants, for the pilot project of the Family Violence Division of the Heidelberg Magistrates Court.

Darebin Community Legal Centre (DCLC)'s policy is that staff work in a non hierarchical and co-operative workplace. All staff are accountable to and directed by the Committee of Management.

Darebin Community Legal Centre is committed to improving access for indigenous people to its services and to the rights of people in custody. Staff are required to work towards the Aims and Objectives of the Centre as implemented in its annual work plan.

AREAS OF RESPONSIBILITY:

1. DEVELOPMENT OF A COMMUNITY LEGAL EDUCATION (CLE) PROGRAM

- Develop a CLE program for local community groups and agencies in relation to family violence and related matters by providing information about:
 - Intervention orders.
 - Family law issues arising from family violence such as child and property issues.
 - VOCAT
 - Related issues of debt, crime and tenancy that can arise as a result of family violence.
 - Legal services available for ongoing legal matters.
- Implement and deliver legal education workshops for local community groups and agencies.
- Liaise with the relevant local agencies and community workers in collaboration with the Project Co-ordinator.
- To identify any law reform initiatives that may arise from local community experience.
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the Legal Profession Act 2004 and the National Risk Management Guide of the National Association of Community Legal Centres.

2. DEVELOPMENT OF LEGAL RESOURCES

- Develop legal resources in relation to family violence and related areas.
- Assist in the provision of information to community workers about intervention orders and related legal issues as required.
- Maintain appropriate legal resources in consultation with the Project Co-ordinator and the Centre's Front Office Worker.

3. DAREBIN INTERVENTION ORDER SUPPORT SERVICE (DIOSS)

- Work cooperatively with the Project Co-ordinator, Centre staff and volunteers to ensure that the needs of clients and the Centre are met.
- Answer legal queries from local community workers.
- Work cooperatively with other workers involved in the Family Violence Division, including court staff, police prosecutors and the applicant and respondent support workers.
- Assist the Project Co-ordinator in the recruitment and training of DIOSS Support workers.
- Participate in legal training of the Centre's volunteers in consultation with the Project Co-ordinator and the Co-ordinator of Volunteers.

4. ADDITIONAL RESPONSIBILITIES

- Maintain professional skills and expertise by undertaking CPD training relevant to the Centre's work.
- Assist in developing policies regarding the provision of legal services by the Centre
- Prepare quarterly reports for the Committee of Management
- Attend monthly staff meetings and Committee of Management meetings as appropriate
- Attend relevant meetings of the Federation of Community Legal Centres
- Attend Community Legal Centre State and National conferences as appropriate
- Complete tasks specified in the agreed work plan

The following tasks are the joint responsibility of all workers:

- Answering service calls, making appointments and taking messages
- Completing administrative work as required
- Assisting the Coordinator of Volunteers in training volunteers and supervision of students
- Participating in the ongoing planning and evaluation of the Centre; and
- Complying with the requirements of Centre's Service Standards and Performance Indicators Manual.

KEY SELECTION CRITERIA:

ESSENTIAL:

- Admission to practice as a Barrister and Solicitor of the Supreme Court of Victoria and eligibility to hold a Practising Certificate under the *Legal Profession Act 2004*.
- Demonstrated ability to develop community legal education workshops in relation to:
 - Intervention orders
 - family law
 - VOCAT and VCAT
 - criminal justice processes.
- Demonstrated ability to conduct workshops and training for community workers.
- Demonstrated ability to network with relevant institutions and professionals to achieve an interdisciplinary response in relation to family violence.

- Demonstrated commitment to understanding the legal and social issues that impact on access to justice.
- Excellent oral and written communication skills.
- Demonstrated ability to work independently, in a well-organised manner and as part of a small dynamic, non-hierarchical team.

DESIRABLE:

- Good computer literacy
- Experience working with a community based Committee of Management.
- Knowledge of Community Legal Centres and their role.
- A second language would be an advantage.
- Current Driver's Licence and access to a vehicle.

WORKPLACE CONDITIONS:

- The position of Family Violence Community Legal Education Lawyer is classified under the former Social and Community Services- Victoria Award 2000, Community Development Worker Class II (b), year level dependent on experience
- Salary and Conditions in accordance with Community Legal Centres Multi Business Agreement (MBA) Victoria 2006-2009
- The position is a contract position.
- The worker will be expected to become a member of the Centre

Closing date for applications is Tuesday 14 September 2010.

Applications to be forwarded to: elisa_whittaker@clc.net.au

or by mail marked "Private And Confidential"
The Chairperson
Darebin Community Legal Centre
265 High Street
PRESTON 3072

If you have any queries about the above position, please call Elisa Whittaker or Maria Georgiou on 9484 7783.

For more information about the Darebin Community Legal Centre visit:
www.communitylaw.org.au/darebin