

ADVOCACY AND RIGHTS CENTRE LTD

**Loddon Campaspe Community Legal Centre**

POSITION:	Solicitor, Full Time, Two Year Contract
SALARY:	\$49,000 per annum, plus superannuation. Salary packaging* is also available.
CONDITIONS:	Community Legal Centres 2006-2009 Multi Business Agreement or successor
HOURS OF WORK:	Normal hours of work are between 8.30am – 5.30pm. There is an expectation that it will occasionally be necessary to work outside of these times including attendance at night advice services and travel.
LOCATION:	ARC office is located in Central Bendigo.
APPLICATIONS:	Address to: Executive Officer, Advocacy and Rights Centre, P.O Box 432, Bendigo, VIC, 3552. Applications close 5pm, Wednesday 13 May 2009.
INTERVIEWS:	TBA
START DATE:	Not later than 1 July 2009.

**KEY SELECTION CRITERIA**

**Essential**

- Eligible for a practicing certificate as a solicitor in Victoria.
- Practical legal training in the areas of community law (law relevant to disadvantaged communities)
- Experience with community organisations and an understanding of community legal centres.
- Experience advocating on social justice / legal issues facing disadvantaged communities.
- Good oral and written communication skills.
- Capacity to work with volunteers and law students.
- Demonstrated ability to work independently and with minimal supervision.
- Demonstrated capacity to work in a small team and support a cohesive team environment.
- Word processing competency and general computer literacy.
- Victorian Drivers Licence.

**Desirable**

- Practical legal experience in family matters (family violence, parenting, child protection)
- Training or interest in practicing migration law
- Experience networking with a broad range of organisations and stakeholders.
- Experience in undertaking law / policy critique, law reform and community legal education.

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\* Advocacy and Rights Centre Ltd, as a Public Benevolent Institution, is able to offer salary packaging concessions to staff. Salary packaging includes various non-cash benefits. These benefits increase the net remuneration for the employee. Advocacy & Rights Centre Ltd recommends that applicants obtain financial advice regarding the operation of salary packaging.

## **JOB DESCRIPTION**

### **COMMUNITY LAWYER**

#### **1. OVERVIEW**

##### **THE ADVOCACY AND RIGHTS CENTRE**

The Advocacy and Rights Centre (ARC) is a non-profit community organisation dedicated to human rights and social justice advocacy in the Loddon Mallee region of North-West Victoria. ARC has three principal program areas:

- Social Housing Advocacy and Support Program providing advocacy and community development in the area of public housing throughout the Loddon Mallee region;
- Advocacy Support and Tribunal Services for Vulnerable or Disadvantaged Consumers and Tenants;
- Loddon Campaspe Community Legal Centre.

##### **THE LODDON CAMPASPE COMMUNITY LEGAL CENTRE**

The Loddon Campaspe Community Legal Centre is a program of the Advocacy and Rights Centre and has the following components:

- Legal assistance services (providing legal information, advice and casework services).
- Community legal education & Community development work.
- Law reform and policy development.

The solicitor will work as part of the Loddon Campaspe Community Legal Centre team. The team will consist of the CLC Coordinator/Principal Solicitor, Solicitor/Policy Law Reform worker, Community Legal Education Worker, and Older Persons Legal Program Solicitors.

#### **2. DUTIES**

- Support the initiation and provision of pilot community legal services in the Goulburn Valley, a pilot service targeting unmet legal need and disadvantaged communities in the Goulburn Valley.
- Provide legal assistance (including legal information, advice and casework, day/night/outreach services) in accordance with casework guidelines and LCCLC policies and procedures.
- Ensure the legal assistance services are well promoted in the local community and provides a high standard of legal assistance to people with complex needs and circumstances.
- Maintain a practicing certificate and comply with all legal and ethical requirements for maintaining a practicing certificate and conducting a legal practice.
- Undertake such other project work as is identified and prioritised by the CLC.

#### **2. CLC Team**

The employee will:

- Be accountable to the CLC Coordinator / Principal Solicitor. Day to day responsibility of the CLC team generally is delegated to the CLC Coordinator / principal solicitor via the ARC Executive Officer. The position is directly accountable to the Principal solicitor for all legal assistance related work undertaken.
- All staff are ultimately accountable to the Board of Directors. Work with the CLC team to plan, develop and review the functions of the centre.

- Work with the CLC team to ensure that all reporting and funding requirements are met.
- Attend and participate in fortnightly CLC Team Meetings, fortnightly CLC casework meetings and monthly ARC staff meetings.
- Carry out other duties as may reasonably be required by the CLC Coordinator / Principal Solicitor.
- Attend yearly CLC Planning Sessions and ARC Strategic Planning Sessions.

### **3. Policy and Procedure**

The employee will:

- Adhere to the Policy and Procedures of the Advocacy and Rights Centre and CLC.
- Participate in communication and consultation within the CLC team about internal and external policy, procedure and practice issues affecting service delivery and development.

### **4. Supervision**

The employee will attend and participate in monthly supervision sessions with the CLC Coordinator / Principal solicitor to discuss work practice and performance issues including:

- Development and performance of work plan.
- Casework reviews.
- Project work reviews.

### **5. Training**

The employee will seek out and undertake professional development to enhance case/project work practice and comply with Professional Development requirements as required by the Legal Services Board.

### **6. Communication**

The employee will:

- Facilitate communication practices that ensure participatory decision making and consultation with the team.
- Value individuals differences and maximise peoples opportunities for participation.

### **7. Grievance and Conflict Resolution**

The employee will facilitate the timely and responsible use of grievance procedures to ensure that action is taken when change is required in order for differences and conflicts to be resolved.

### **8. Other Duties**

The employee will undertake duties as required by the Board of Directors, ARC Executive Officer and CLC Coordinator / principal solicitor.