



Position Description

Community Lawyer, Volunteer Program

Position Title	Community Lawyer, Volunteer Program (0.8 EFT)
Tenure	Fixed term 12 months
Division	Legal Services
Location	Frankston
Classification	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 2B Level 5
Approved By	Chief Executive Officer

POSITION OBJECTIVE

The Community Lawyer, Volunteer Program will work within the Centre's volunteer program to provide high quality and timely legal services to clients accessing the Centre's volunteer service sessions.

The Community Lawyer, Volunteer Program will work with the Director, Legal Services in the coordination and delivery of the Centres volunteer program.

KEY ACCOUNTABILITY AREAS

1. Deliver high quality legal advice and casework, advocacy and representation services.
2. Conduct ongoing casework in accordance with the Centre's *Advice and Casework Guidelines* and within the caseload/file limit directed from time to time
3. Work closely and collaboratively with the Centre's volunteers, including volunteer coordination, communications, roster management, social events and training.
4. Maintain an appropriate case management system, including undertaking regular file reviews
5. Maintain accurate and up to date records, including file notes and casework statistics.
6. Develop and maintain up to date knowledge of relevant legislation, procedures and practices relevant to the position
7. Develop and maintain up to date knowledge of relevant information, resources and referral options for clients.
8. Participate in regular supervision and caseworkers meetings.

9. Ensure that all work is conducted within the requirements of the *Legal Profession Uniform Law Application Act 2014* and Rules, the Centre's professional indemnity insurance and the Centre's policy and procedures.
10. Liaise with relevant organisations and workers.
11. Represent Peninsula Community Legal Centre at relevant community, government and other forums.
12. Participate in community legal education activities as directed.
13. Identify trends and issues arising from legal advice and casework practice.
14. Participate in activities which seek to ensure greater legislative and practical protection for PCLC clients, such as submission writing and participation in campaigns.
15. Liaise with and report to the Director, Legal Services on a regular basis.
16. Assist with collection of data and preparation of reports and other accountability documentation as required.

ORGANISATIONAL RELATIONSHIPS & RESOURCE MANAGEMENT

Reports to:	Director, Legal Services Chief Executive Officer
Direct Reports:	No reports to this position

ACCOUNTABILITY, AUTHORITY AND DECISION MAKING

The position reports directly to the Director, Legal Services

All work and conduct is to be performed in accordance with PCLC Policy and Procedures, PCLC Strategic Plan, PCLC Work Plan and PCLC Advice and Casework Guidelines.

Professional judgement is exercised in the performance of routine tasks and client services.

Direction is sought prior to engaging in non-routine tasks and client services.

SELECTION CRITERIA

- Possesses, or is eligible to possess, a current practicing certificate including High Court registration with two years post admission practice.
- Advocacy skills .
- Demonstrated knowledge of and commitment to social justice principles, understanding of the legal assistance sector and a commitment to PCLC 's vision and values.

- Experience in, direct legal service delivery, including provision of information, advice and referral services, negotiation and advocacy on behalf of clients, representation of clients in courts and other legal settings.
- Excellent verbal and written communication skills
- Experience in community law with an understanding of the challenges impacting vulnerable community members when accessing the legal system.
- Experience in, or demonstrated to organise and prepare training sessions, community engagement and/or social events.
- Demonstrated knowledge of law and legal system, relevant legislation and procedures and relevant current issues.
- Excellent interpersonal skills.
- Well developed organisational skills and ability to work with minimal supervision.
- Competency in using word processing and electronic communication programs.
- Holds a current Victorian Driver's Licence and has access to a reliable and comprehensively insured vehicle.

OTHER RELEVANT INFORMATION

- You will be required to travel to PCLC branches, PCLC service locations and Courts and Tribunals. Access to a reliable and comprehensively insured motor vehicle is a requirement.
- Some out of hours may be required. Time in lieu is offered as appropriate
- Undertaking a National Police Records Check forms part of the pre-employment process
- You will be required to undergo or hold a current Working with Children Check.
- All staff are required to take responsibility for a safe and healthy work environment and have a commitment to equal opportunity and a workplace free from discrimination and harassment.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of PCLC and its clients, in a professional and confidential manner in accordance with PCLC's information and records management procedures.
- Ensure that all PCLC policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management and customer service.
- Act in a professional manner at all times while performing duties for and/or representing PCLC in line with the Staff Code of Conduct.
- An attractive remuneration package will be negotiated with the successful applicant. Salary packaging is available.

ORGANISATIONAL CONTEXT

Peninsula Community Legal Centre (PCLC) is one of 50 community legal centres in Victoria. It operates across six local government areas in the south east of Melbourne – Cardinia, Casey, Frankston, Glen Eira, Kingston and Mornington Peninsula. PCLC is headquartered in Frankston and has branch offices in Bentleigh, Cranbourne, Pines and Rosebud.

The Centre works to empower and support disadvantaged community members of the South Eastern and Westernport region to use the law and legal system to protect and advance their rights and broaden their awareness of their responsibilities. The Centre offers general legal advice and casework services, specialist family law, tenancy, Infringements and family violence programs, and is active in community legal education and law reform work.

PCLC VISION AND VALUES

Vision

A fair and inclusive society that promotes and protects human rights and equality before the law.

Values

- Fairness
- Empowerment
- Accessibility
- Respect
- Independence
- Quality

Mission

To advance justice through the provision of free legal services, education and advocacy in a community development framework.

Objectives

1. To effectively and innovatively utilise, manage and expand resources to achieve our mission.
2. To provide free and accessible legal advice, casework and representation in the Centre's catchment area, targeted to assist the most vulnerable.
3. To provide community legal education to empower and inform the community about legal rights and responsibilities.
4. To initiate and participate in law reform and legal policy activities relevant to the Centre's client base.
5. To develop, maintain and monitor relationships with stakeholders.
6. To effectively promote services.

Date prepared or last updated: January 2018