



Peninsula
Community
Legal Centre

POSITION DESCRIPTION

Project Worker

POSITION TITLE	Project Worker, Infringements; Unravelling the complex infringement system: A Health, Legal and Community Response
TENURE	Fixed Term - 28 months
DIVISION	Legal Services
LOCATION	Frankston
CLASSIFICATION	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 2B Level 6
APPROVED BY	Chief Executive Officer

POSITION OBJECTIVE

PCLC has been funded by the Victorian Legal Services Board to undertake the project: Unravelling the complex infringement system: A Health, Legal and Community Response, in order to enhance pathways for vulnerable clients with infringement debt in the South East.

The Project Worker, Infringements, will work within the Centre's Fines Clinic team and the health and community sectors to improve understanding of the Work and Development Permit scheme and increase access to the scheme for eligible clients with infringement debt.

The Project Worker, Infringements, will conduct legal education sessions to the health and community service workforce and work with the fines clinic team to provide fines clinic sessions in collaboration with health partners.

The Project Worker, Infringements will work with the Fines Clinic team to highlight the gaps and needs in the current toll infringement system.

KEY ACCOUNTABILITY AREAS

1. Identify and facilitate collaborative partnerships between the Centre and health and community organisations to enhance the outcomes for the Centre's infringement clients.
2. Participate in the design, delivery, promotion and evaluation of the project's community legal education activities.
3. Contribute to the Centre's capacity to deliver the project's operational objectives.

4. Identify trends and issues from the Project and develop activities to ensure greater legislative and practical protection for PCLC clients, such as submission writing and participation in campaigns.
5. Deliver high quality client services in accordance with the Centre's *Advice and Casework Guidelines*.
6. Work closely and collaboratively with Victoria Legal Aid and Fines Victoria staff.
7. Develop and maintain up-to-date knowledge of relevant legislation, procedures and practices relevant to the position.
8. Develop and maintain up-to-date knowledge of relevant information, resources and referral options for clients.
9. Participate in regular supervision and caseworkers' meetings.
10. Ensure that all work is conducted within the requirements of the *Legal Profession Uniform Law Application Act 2014*, the Centre's professional indemnity insurance and the Centre's policies and procedures.
11. Liaise with relevant organisations and workers.
12. Represent Peninsula Community Legal Centre at relevant community, government and other forums.
13. 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 & DECISION MAKING

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

- Tertiary qualifications in a relevant field such as law, health education, community services, community development or social work.
- Excellent written communication skills, including demonstrated experience in developing presentations and preparing reports and submissions
- Excellent verbal communication skills, including demonstrated experience in public speaking.
- Highly developed 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, or demonstrated capacity to undertake, direct client service delivery, including provision of information, advice and referral services, negotiation and advocacy on behalf of clients.
- Demonstrated knowledge of the law and legal system, relevant legislation and procedures and relevant current issues relating to the Infringement System.
- Excellent interpersonal skills.
- Demonstrated understanding of health and community service systems.
- 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.
- Ability to work flexible hours including evening and weekend work when required.

OTHER RELEVANT INFORMATION

- You will be required to travel to PCLC branches, PCLC service locations and Health and Community settings. Access to a reliable and comprehensively insured motor vehicle is a requirement.
- 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 area 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, Frankston North 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, casework and duty lawyer services, specialist family law, family violence, infringements and tenancy programs, and is active in community legal education and law reform work.

PCLC VISION & 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 2019