



Peninsula  
Community  
Legal Centre

# POSITION DESCRIPTION

## *Community Lawyer*

<b>POSITION TITLE</b>	Community Lawyer 0.8EFT
<b>TENURE</b>	2 years
<b>DIVISION</b>	Legal Services
<b>LOCATION</b>	Cranbourne & Frankston
<b>CLASSIFICATION</b>	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 2B Level 5
<b>APPROVED BY</b>	Chief Executive Officer

### POSITION OBJECTIVE

The Community Lawyer will work within the Centre's general legal team to provide high quality and timely legal services to vulnerable and disadvantaged clients across the Centre's catchment.

The Community Lawyer will provide legal services primarily from the Cranbourne and Frankston offices including information, advice, minor assistance, casework, family violence duty lawyer, representation and referral services along with intake and casework services.

### KEY ACCOUNTABILITY AREAS

1. Deliver high quality legal advice and casework, advocacy and representation services in accordance with the PCLC *Advice and Casework Guidelines*.
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. Provide duty lawyer and representation services in accordance with Centre's *Advice & Casework Guidelines*.
4. Work closely and collaboratively with the Legal Assistance sector, including Victoria Legal Aid and courts to support the CLSP program objectives.
5. Maintain an appropriate case management system, including undertaking regular file reviews.
6. Maintain accurate and up-to-date records, including file notes, client and casework data and case studies.
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. 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*, the Centre's professional indemnity insurance and the Centre's policies 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 Practice Manager, General and/or Practice Manager – Family Violence as appropriate on a regular basis.
16. Assist with collection of data and preparation of reports and other accountability documentation as required.

## ORGANISATIONAL RELATIONSHIPS & RESOURCE MANAGEMENT

<b>Reports to:</b>	Practice Manager - General Law Practice Manager - Family Violence Director, Legal Services Chief Executive Officer
<b>Direct Reports:</b>	No reports to this position

## ACCOUNTABILITY, AUTHORITY & DECISION MAKING

The position reports directly to the Practice Manager, General and Practice Manager – Family Violence as appropriate.

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

- Possess, or be eligible to possess, a current practicing certificate including High Court registration with two years post admission practice.
- Experience in, or demonstrated capacity to undertake, 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.

- Experience in family violence with an understanding of the challenges impacting vulnerable community members when accessing the family violence and family law systems.
- Experience in court representation. Family Violence Duty lawyer experience will be looked upon favourably.
- 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.
- Excellent verbal and written communication skills.
- 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.
- 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, infringement law and family violence 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: May 2019*