



Peninsula  
Community  
Legal Centre

# POSITION DESCRIPTION

## *Community Lawyer, Family Violence*

<b>POSITION TITLE</b>	Community Lawyer, Family Violence
<b>TENURE</b>	Fixed Term 2 years
<b>DIVISION</b>	Legal Services
<b>LOCATION</b>	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, Family Violence will work within the Centre's Specialist Family Violence Court (SFVC) funding model to provide high quality and timely legal services to clients affected by family violence.

The Community Lawyer, Family Violence will provide family violence legal services including information, intake & triage, advice, minor assistance, casework, representation and referral services primarily from our Frankston office.

The Position will also provide pre court engagement and family violence duty lawyer services at the Frankston Specialist Family Violence Court.

### 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, pre court engagement and representation services in accordance with Centre's *Advice & Casework Guidelines* & SFVC legal practice model.
4. Work closely and collaboratively with our practice partners, Victoria Legal Aid, VicPol and the Frankston Specialist Family Violence Court to support the SFVC practice model objectives.
5. Actively participate in SFVC working groups to support the involvement and implementation of the SFVC legal practice model.
6. Maintain an appropriate case management system, including undertaking regular file reviews

7. Maintain accurate and up-to-date records, including file notes, client and casework data and case studies.
8. Develop and maintain up-to-date knowledge of relevant legislation, procedures and practices relevant to the position.
9. Develop and maintain up-to-date knowledge of relevant information, resources and referral options for clients.
10. Participate in regular supervision and caseworkers' meetings.
11. 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.
12. Liaise with relevant organisations and workers.
13. Represent Peninsula Community Legal Centre at relevant community, government and other forums.
14. Participate in community legal education activities as directed.
15. Identify trends and issues arising from legal advice and casework practice.
16. Participate in activities which seek to ensure greater legislative and practical protection for PCLC clients, such as submission writing and participation in campaigns.
17. Liaise with and report to the Practice Manager, Family Violence on a regular basis.
18. 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, 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, Family Violence

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 is eligible to possess, a current practicing certificate including High Court registration with two years post admission practice.
- Experience in court representation including family violence contested hearings, summary crime

- Family Violence Duty lawyer experience will be looked upon favourably.
- Highly developed advocacy skills
- Experience in family violence with an understanding of the challenges impacting vulnerable community members when accessing the family violence and family law systems.
- 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 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
- Demonstrated knowledge of the law and legal system, relevant legislation and procedures and relevant current issues relating to residential tenancies.
- 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 49 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 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

Delivering justice for our community

Promoting and protecting human rights and equality before the law

### Values

- **Fairness**
- **Empowerment**
- **Accessibility**
- **Respect**
- **Independence**
- **Quality**
- **Integrity**

### Mission

PCLC will .....

- Empower and support disadvantaged and vulnerable people in our community to address their legal needs
- Engage and build an ever strengthening and capable legal practice
- Foster and maintain a network of support for the vulnerable and disadvantaged within or community
- Support families in the provision of services that champion child welfare and safety in the eyes of the law
- Deliver a legal services that builds our community toward building one free from family violence

### Objectives

1. Deliver high quality and holistic community legal services, ensuring equity, fairness and justice for all
2. Actively engage in systemic advocacy, to promote and enhance human rights and ensure access to justice
3. Proactively develop the organisation and its employees to effectively respond to changing community needs
4. Innovatively and responsively address increasingly complex legal and social issues impacting upon our community
5. Demonstrate leadership within our community and the legal assistance sector.

*Date prepared or last updated: February 2021*