



Peninsula
Community
Legal Centre

POSITION DESCRIPTION

Paralegal, Family Violence

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| POSITION TITLE | Paralegal, Family Violence (30hrs p/w) |
| TENURE | Maternity Leave Position 9 months |
| DIVISION | Legal Services |
| LOCATION | Frankston |
| CLASSIFICATION | Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 II(a) Level 4 |
| APPROVED BY | Chief Executive Officer |

POSITION OBJECTIVE

The Paralegal, Family Violence will work within the Centre's Specialist Family Violence Court (SFVC) funding model to support the provision of high quality and timely legal services to clients affected by family violence.

KEY ACCOUNTABILITY AREAS

1. Support the Family Violence Team in the delivery of duty lawyer and client services to those experiencing family violence within the SFVC funding model.
2. Work collaboratively with the Family Violence team to allocate referrals from the court and other agencies.
3. Work closely and collaboratively with our practice partners, including St.Kilda Legal Service, Victoria Legal Aid, Moorabbin and Frankston Specialist Family Violence Court to support the SFVC practice model objectives.
4. Complete conflict checks of the court lists and follow up work, including scanning files, liaising with court staff and where possible triaging of client service form.
5. Develop and maintain up-to-date knowledge of relevant information, resources and referral options for clients.
6. Participate in regular team meetings.
7. Assist with collection of data and preparation of reports and other accountability documentation as required.
8. 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.
9. Liaise with relevant organisations and workers.
10. Liaise with and report to the Practice Manager, Family Violence on a regular basis.

ORGANISATIONAL RELATIONSHIPS & RESOURCE MANAGEMENT

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| Reports to: | Practice Manager, Family Violence Director, Legal Services Chief Executive Officer |
| Direct Reports: | 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

- Tertiary qualifications or undertaking tertiary study in a relevant field such as law, community services, community development or social work
- Highly developed organizational and administrative skills and the ability to work under pressure and manage competing priorities
- Understanding of family violence and 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.
 - Excellent verbal and written communication skills
 - Knowledge of the law and legal system, relevant legislation and court procedures relating to Family Violence.
 - Excellent interpersonal skills.
 - Demonstrated knowledge of Client Management & Data Systems such as CLASS, Outlook & Excel
 - 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 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, 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 our 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: May 21