MOONEE VALLEY
LEGAL SERVICE

POSITION DESCRIPTION

Position:	**Community Lawyer (Full Time)** Fixed term to 30 June 2020 (with possible extension)
Location:	13a Wingate Avenue, Ascot Vale
Hours and days of work:	5 days per week (38 hours per week) 9am – 5.06pm with ½ hour lunch break (7.6 hours per day)
Classification:	**Level 6** (*Social, Community, Home Care and Disability Services Industry Award 2010*)
Reports to:	Principal Solicitor, Service Manager
Date Approved:	

History

The Moonee Valley Legal Service Inc (MVLS) is a not-for-profit organisation which commenced operation in 1985 (previously known as Essendon Community Legal Centre). The centre is a not-for-profit community service managed by a volunteer Board of Management funded primarily by the Commonwealth and State Governments through the CLSP Program. MVLS provides free legal advice, assistance and referrals to people who live, work or study within the City of Moonee Valley catchment, as well as free community legal education to organisations, services and the wider community.

Our Mission

To work with our diverse community to provide high quality, culturally appropriate legal services, community legal education and advocacy.

Our Vision

Social justice and equality for all. To provide a high quality legal service to the most disadvantaged members of the community.

Position Objective

The purpose of this role is to perform the duties of a community lawyer in providing high quality legal services to the local community with a focus on legal need arising from the COVID-19 pandemic. The role will involve community engagement and legal education activities, development of community resources and building of relationships with key stakeholders.

Main Responsibilities and Duties

Advocacy and Casework

1. Provide quality legal advice, casework, referral and information to clients in a range of matters within our areas of practice, with a focus on family law and family violence, housing and tenancy, infringements, credit and debt, employment, and other matters arising from the COVID-19 pandemic;
2. Conduct ongoing casework which may involve conferences/mediation, appearances in courts/tribunals and other advocacy forums;
3. Attend place based and outreach services at partner organisations;
4. Liaise with court staff, practitioners and other persons and organisations that impact on the work of the legal service;
5. Brief barristers as required;
6. Contribute to the development of MVLS policy in relation to issues connected with legal advice and case work;
7. Contribute to a culture of innovative service delivery, innovation and technology and innovation in legal service and information delivery;
8. Engage in law reform, policy and community engagement work linked to the strategic direction and casework of the organisation; and
9. Perform other duties as required by the Manager, Principal Lawyer or Board of Management.

Community Legal Education and Development

1. Develop and maintain effective working relationships with groups, key individuals, agencies and other stakeholders, working collaboratively to improve client outcomes and to support the strategic direction of the organisation;
2. Monitor strategic opportunities for collaboration with community, engaging in legal education, community development and policy and law reform activities;
3. Develop, oversee and deliver high quality community legal information sessions, responsive to identified and emerging need;
4. Convene and support meetings as required;
5. Attend and actively participate in relevant network meetings, community meetings and forums as required, raising the organisation's profile and promoting understanding of legal rights and responsibilities;
6. Assist in drafting applications for funding for community development projects as required;
7. Maintain and raise the profile of our online legal tools and suites of online community legal information and resources relevant to various client cohorts; and
8. Actively contribute to the maintenance and updating of the MVLS website, blogs and social media accounts;

Compliance, Administration and Supervision

1. Contribute to ensuring that MVLS complies with its obligations under applicable funding agreements and the *Uniform Legal Profession Act*;
2. Comply with policy and procedures and maintain currency through training relevant to legal and regulatory requirements and organizational values and behaviours;
3. Ensure that MVLS complies with professional indemnity insurance requirements;
4. Monitor, review, evaluate and report upon legal assistance activities and outcomes;

5. Contribute to the complete and accurate collection of data, and monitor data from a range of sources to identify emerging and systemic issues, applying this to inform strategic and operational planning;
6. Provide written bi-monthly reports to the Board of Management on the legal assistance and community legal education activities of MVLS;
7. Undertake administrative, research and evaluation tasks, under supervision;
8. Assist in the induction, training and supervision of students and volunteers as required;
9. Support colleagues and the team environment;
10. Attend MVLS staff and planning meetings as requested;
11. Lead by example through clear and effective communication and contribute to a positive team environment;
12. Participate in annual strategic planning and evaluation for the organization;
13. Maintain organisational values and behaviours;
14. Support the achievement of the MVLS Strategic Plan; and
15. Undertake any reasonable additional tasks as directed by management.

Selection Criteria

Essential

- Law degree
- Eligibility to hold an unrestricted Victorian Practising Certificate with minimum 5 years' experience providing legal advice, casework and representation services in areas of law relevant to disadvantaged community, including in family law and/or family violence related matters;
- Demonstrated commitment to innovation;
- Competency in the use and application of information technology to improve access to justice and client outcomes;
- Ability to work as part of a team and collaboratively with other agencies and Board members;
- Demonstrated ability to work with people with complex vulnerabilities and needs in a professional and respectful manner, and to develop strategies to address those needs;
- Excellent written and interpersonal communication skills;
- Ability to work unsupervised, meet deadlines and initiate own work which is consistent with the philosophy of the Centre and priorities established by the Board of Management;
- Ability to supervise and mentor students and volunteers;
- Demonstrated ability to adhere to procedures, processes and compliance requirements whilst paying attention to detail;
- Satisfactory Police Check; and
- Current Victorian Drivers' Licence.

Desirable

- Experience in the legal assistance sector;
- Experience in project management/coordination; and
- Experience in community development and education in a legal context.

Conditions of Employment

As provided for in the *Social, Community, Home Care and Disability Services Industry Award 2010* and the *Community Legal Centres Multi Business Agreement 2006 – 2009*.