



## Position Description

### POSITION DETAILS

Job title:	<b>Community Lawyer – Family Violence &amp; Health Justice Partnership</b>
Classification level:	5
Service area:	Legal Services/Major Projects
Location:	Boronia and integrated outreach locations
Reports to:	Co-ordinator – Mabels/Senior Community Lawyer – Major Projects
Direct reports:	N/A
Employment status:	<p>Full time, to 31 January 2020; comprising of:</p> <ul style="list-style-type: none"><li>&gt; Community Lawyer (Family Violence) - Part-time (23 hours per week)</li><li>&gt; Community Lawyer (Health Justice) - Part-time (15 hours per week)</li></ul> <p>All positions at the Centre are subject to the continuation of program funding.</p> <p>A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice.</p>
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation.
Remuneration:	Salary package in the range of \$83,000 - \$88,600 per annum based on qualifications, skills and experience, comprising cash salary (\$75,000 – \$80,000), employer funded superannuation in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth). Additionally, the benefits of leave loading on annual leave and tax-effective salary packaging (including access to Accommodation and Meal Entertainment packaging) will be available from commencement
Travel:	The position will require attendance at alternate locations, including other ECLC offices and integrated outreach locations, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed.



## EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice. ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash. ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

## POSITION CONTEXT

### **Health Justice Partnerships (HJP)**

A HJP is a model of providing integrated services where a lawyer or legal service becomes part of the healthcare team, and people have access to legal services in health care settings. Through the integration of a legal service into a healthcare setting, a HJP is designed to break down barriers to accessible legal services for people experiencing health issues and to thereby bring about health benefits due to effective legal advocacy on behalf of patients.

Health Justice Australia, the national centre for HJPs in Australia, lists 38 HJPs across Australia, with 20 based in Victoria, including Mabels. In the context of early intervention, HJPs establish a connection between the health and legal services which is vital to providing access to individuals at key transition points in their lifetime. Furthermore, the health service may function to hold that individual through ongoing support so that they may access the legal service when they are ready.

Developments in the effective provision of legal assistance particularly within the context of family violence have urged the legal assistance sector to broaden its understanding of early intervention. The cross-discipline perspectives that come from the HJP model facilitate a more holistic understanding of when legal services may be determined to be 'early intervention'.

### **Mabels**

#### *Shared Vision*

To prevent and respond to family violence within the Maternal and Child Health context by improving the responses of maternal and child health, legal and support services in a co-ordinated and integrated manner, with a focus on mothers engaging with Maternal Child and Health services.

#### *Partnership Approach*

ECLC is the project lead with three key project partners:

- Boorndawan Willam Aboriginal Healing Service
- Two Victorian local government councils (Maternal and Child Health Service)

#### *Model*

Mabels specialist family violence legal clinics are integrated into the MCH program at selected sites in two municipalities to assist and empower women who disclose family violence to the MCH nurses. The clinics utilise a family violence lawyer and a family violence advocate working together on-site with the MCH service to provide women with family violence and related legal advice, safety planning, information and referrals in the same appointment.



In addition to the legal and specialist family violence services, Aboriginal women are provided with the option of a specialist family violence service from an Aboriginal community-controlled organisation.

**Eastern Health**

Eastern Community Legal Centre and Eastern Health have recently partnered to establish a Health Justice Partnership to increase capacity to respond to women experiencing or at risk of experiencing family violence attending the health service for antenatal care. The development of this program will be based on the Mabels model, but adapted to meet the needs of women attending the health service at an earlier stage of their experience.

**COLLABORATES WITH**

ECLC management, employees and volunteers. Partner agencies and funding bodies.

**DECISION MAKING AUTHORITY**

Decision making authority regarding day to day work flow. Legal practice decisions in consultation with the Co-ordinator – Mabels and Senior Community Lawyer – Major Projects.



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p><b>Legal Advice and Casework Services</b></p> <p>Provide high quality legal advice and casework to Mabels and Eastern Health clients. This includes:</p> <ul style="list-style-type: none"> <li>1.1 Providing legal advice at sites across the Yarra Ranges LGA, with a particular focus on Family Violence, as part of an integrated practice with MCH nurses and Eastern Health staff.</li> <li>1.2 Maintaining personal caseload as negotiated annually.</li> <li>1.3 Providing legal information and advice services to community workers who seek information from the partners or other organisations.</li> <li>1.4 Assisting with the development of volunteer programs including training and supervision of volunteers.</li> <li>1.5 Ensuring compliance with professional indemnity insurance scheme.</li> </ul>	<p>Regularly monitor the operation of Mabels and Eastern Health HJP for compliance with ECLC practice guidelines and requirements.</p> <p>Deliver legal advice and carry the required caseload as negotiated periodically.</p> <p>Resource and provide legal and related expertise to community workers on request.</p> <p>Legal processes reviewed periodically in consultation with the Co-ordinator – Mabels/Senior Community Lawyer and Principal Lawyer.</p>
2.	<p><b>Community Development</b></p> <p>As agreed with the Project Manager, Co-ordinator - Mabels and Principal Lawyer, with the support of community development staff, provide educative programs and publications for awareness of Mabels clients on the law and the legal system, and in particular Family Violence. This may include:</p> <ul style="list-style-type: none"> <li>2.1 Providing community legal education presentations and seminars.</li> <li>2.2 Assisting with the research, production and maintenance of resources required for community legal education.</li> <li>2.3 Ensuring the legal accuracy of community legal education programs and materials.</li> <li>2.4 Assisting with the writing and editing of texts for publication.</li> <li>2.5 Undertaking and participating in community development and partnership projects.</li> <li>2.6 Engaging in partnership development activities with agencies and other local parties in order to build awareness of the service for Mabels and Eastern Health clients.</li> </ul>	<p>Deliver community legal education sessions as required.</p> <p>Prepare and deliver professional development sessions on topical issues for agencies and partners.</p> <p>Participate in external forums as ECLC's representative as required.</p>



### KEY RESPONSIBILITY AREAS

<b>3. General</b> 3.1 Participate in supervision with the Co-ordinator - Mabels (Senior Community Lawyer – Major Projects). 3.2 Undertake training/professional development in consultation with the Co-ordinator – Mabels (Senior Community Lawyer – Major Projects). 3.3 Adhere to all ECLC centre policy and procedures.	Participate in regular professional supervision. ECLC policies and procedures adhered to at all times.
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### KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

#### Mandatory Qualifications

- Eligible to hold an unrestricted Employee Practising Certificate in Victoria.
- Demonstrated post-admission experience in a broad range of matters, particularly in family law/family violence/child protection and generalist legal advice.

#### Essential Knowledge & Skills

- Demonstrated commitment to meeting the legal needs of women and children experiencing, or at risk of experiencing family violence.
- Demonstrated experience in working in an integrated or multidisciplinary team as well as autonomously.
- Demonstrated understanding of the dynamics of family violence.
- Demonstrated ability to work within an early intervention model.
- Commitment to social justice and equality.
- Demonstrated high level written and oral communication skills, including the ability to simplify legal jargon and to work well within a team environment.
- Demonstrated understanding in building and maintaining effective partnerships and relationships.

#### Desirable Knowledge and Skills

- Experience working with people from Aboriginal and Torres Strait Islander backgrounds
- Experience working with people from Culturally and Linguistically Diverse (CALD) communities
- Experience working within the community sector.

#### Personal Attributes

- Ability to contribute to a positive working environment.
- Team orientation.
- Ability to work under pressure.
- Discretion and professionalism.



## MANDATORY REQUIREMENTS OF ALL EMPLOYEES

### **Commitment to ECLC Vision, Mission, Aim and Values**

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct.

### **Engagement**

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings.

### **Integrity**

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures.

### **Inclusiveness**

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct.

### **Consumer/Client-Centred**

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services.

### **Self-Referral**

- It is centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

### **Pre-employment Verification**

- Appointment may be subject to satisfactory completion of screening requirements including but not limited to:
  - provision of a current practising certificate
  - A valid Employee Working With Children Check
  - National Criminal History Check
  - International Criminal History Check
  - verification of work rights in Australia
  - certified copies of qualifications



## APPLICATION PROCESS

**Applications must clearly address the key selection criteria contained in the position description. Applications that do not address the key selection criteria will not be considered.**

Applications should be marked as *confidential* and addressed to:

Michael Smith  
Chief Executive Officer  
Eastern Community Legal Centre Inc.  
Suite 3, Town Hall Hub  
27 Bank Street, Box Hill 3128

[people@eclc.org.au](mailto:people@eclc.org.au)

**Applications close Sunday, 3 February 2019**

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: [www.eclc.org.au/employment](http://www.eclc.org.au/employment)

Questions: Please contact Marika Manioudakis, Manager – Major Projects on 0475 979 140