



## Position Description

### POSITION DETAILS

Job title:	<b>Community Lawyer – Mabels</b>
Classification level:	5
Service area:	Legal Services/Family Violence Initiatives
Location:	Boronia and integrated outreach locations with initial working from home arrangement due to current pandemic
Reports to:	Co-ordinator – Mabels / Senior Community Lawyer – SAGE
Direct reports:	N/A
Employment status:	Part-time (22.5 hours per week). Ongoing All positions at Eastern Community Legal Centre are subject to the continuation of project funding
Employment conditions:	In accordance with the <i>Eastern Community Legal Centre Enterprise Agreement 2013-2016</i> and applicable legislation, and the requirements contained in the job description, each of which forms part of this contract
Probationary period:	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
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

### **Vision: Human Rights | Fairness | Justice**

ECLC is a multidisciplinary legal service that works to prevent problems, progress fair outcomes and support the wellbeing and resilience of communities and community members in Melbourne's East.

ECLC works with communities and community members living in Boroondara, Knox, Manningham, Maroondah, Whitehorse and Yarra Ranges.

Making the most of its abilities and the resources available, ECLC provides:

- information, advice and assistance across a range of legal and related issues
- advocacy to resolve problems at the earliest opportunity
- referrals to community agency partners
- integrated legal services, including through Health Justice Partnerships
- community development and education programs with a focus on rights, responsibilities and options
- primary prevention activities, using broad partnership approaches
- strategic advocacy to change unfair laws and improve systems and practices.

## 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.

### **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 – SAGE.



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 Project clients. This includes:</p> <ul style="list-style-type: none"> <li>1.1 Providing legal advice at sites across the Maroondah LGA, with a particular focus on Family Violence, as part of an integrated practice with MCH nurses.</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 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 and Principal Lawyer.</p>
2.	<p><b>Integrated Practice</b></p> <ul style="list-style-type: none"> <li>2.1 Work in collaboration with the Family Violence Advocate within the Mabels Program, where clients have consented to Integrated Practice.</li> <li>2.2 Where clients identify as Aboriginal, or mothers of Aboriginal Children, working collaboratively with Partner Aboriginal community-controlled organisation, if consented to by client</li> </ul>	<p>Undertake and engage in integrated practice appointments, with client and Family Violence Advocate (FVA) where consented to by client.</p> <p>Completion of clients case notes in timely manner.</p> <p>Referral and collaboration, including option of integrated appointment with Partner Aboriginal community-controlled organisation.</p> <p>Active participation in client file audits, with Mabels Coordinator &amp; FVA on a monthly basis.</p> <p>Active participation in regular supervision with Mabels Coordinator to reflect on and address challenges of Integrated Practice.</p> <p>Active participation in Family Violence Initiative – Reflective Practice.</p> <p>Active participation in FVI</p>



		combined meetings and education sessions.
<b>3.</b>	<p><b>Community Development</b></p> <p>As agreed with the Project Manager and Principal Lawyer, with the support of community development staff, provide educative programs and publications for awareness of Mabels Project clients on the law and the legal system, and in particular Family Violence. This may include:</p> <ul style="list-style-type: none"> <li>3.1 Providing community legal education presentations and seminars.</li> <li>3.2 Assisting with the research, production and maintenance of resources required for community legal education.</li> <li>3.3 Ensuring the legal accuracy of community legal education programs and materials.</li> <li>3.4 Assisting with the writing and editing of texts for publication.</li> <li>3.5 Undertaking and participating in community development and partnership projects.</li> <li>3.6 Engaging in partnership development activities with agencies and other local parties in order to build awareness of the service for Mabels 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>
<b>4.</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>4.1 Participate in supervision with the Coordinator - Mabels and where appropriate, the Senior Community Lawyer – SAGE.</li> <li>4.2 Undertake training/professional development in consultation with the Coordinator – Mabels and where appropriate, the Senior Community Lawyer – SAGE.</li> <li>4.3 Adhere to all ECLC centre policy and procedures.</li> </ul>	<p>Participate in regular professional supervision.</p> <p>ECLC policies and procedures adhered to at all times.</p>

**CORE CAPABILITIES**

Capability	Description
<b>Communicating with Others</b>	<ul style="list-style-type: none"> <li>▪ Adopts a professional communication style that demonstrates audience understanding, using clear verbal, written and interpersonal skills in both positive and negative situations</li> <li>▪ Negotiates confidently from an informed and credible position</li> <li>▪ Actively listens to, considers and acknowledges differing ideas and perspectives and contributes to group discussions</li> </ul>



CORE CAPABILITIES	
<b>Working with Others</b>	<ul style="list-style-type: none"><li>▪ Creates and maintains positive, professional and respectful working relationships and is transparent in all interactions, treating people fairly and equitably</li><li>▪ Shares information and works co-operatively to solve challenges and build supportive, collaborative and responsive relationships</li><li>▪ Recognises and reflects upon the impact of own actions/behaviours on others and uses a range of individual or organisational options to resolve interpersonal or behavioural issues</li><li>▪ Focusses on group results &amp; celebrates teams' successes</li></ul>
<b>Taking Action</b>	<ul style="list-style-type: none"><li>▪ Seeks out information from various sources and obtains relevant facts before making decisions or proposing solutions</li><li>▪ Demonstrates the ability to reach firm and clearly defined decisions, including consideration of broader context and risk, that are timely and objective</li><li>▪ Takes responsibility for own decision making within scope of authority and delegates, consults and informs appropriately</li><li>▪ Using a range of techniques, develops workable solutions to problems and challenges in collaboration with others</li><li>▪ Contributes to and participates in process improvement and new approaches/ideas</li></ul>
<b>Coping with Pace, Challenges and Change</b>	<ul style="list-style-type: none"><li>▪ Explores the reasons for change and is open to new and different ideas, approaches and processes and supports others in understanding change</li><li>▪ Shows resilience and optimism, and remains calm despite barriers or difficult circumstances</li><li>▪ Responds appropriately to constructive criticism and conflict situations, learning from experiences and identifying areas of self-development</li><li>▪ Focuses on achieving objectives even under pressure and adopts appropriate strategies to balance work and life, maintain a reasonable workload and model this for others</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>▪ Motivates and empowers others, providing clear direction, development and coaching, and modelling behavioural standards</li><li>▪ Supports an organisational culture that reflects ECLC values and vision</li><li>▪ Values and encourages respect for diverse professional, cultural and personal experience, fostering multidisciplinary learning and practice, internally and with organisational partners</li><li>▪ Builds and sustains high trust relationships, fostering openness in discussions and demonstrates good emotional intelligence and self-awareness</li></ul>



## 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 and generalist legal advice.

### **Essential Knowledge & Skills**

- Demonstrated commitment to meeting the legal needs of disadvantaged groups.
- 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.
- Highly motivated self-starter who can work independently and remotely and also work effectively in a team environment
- Demonstrated understanding of the dynamics of family violence as it affects women.
- Demonstrated ability to work with client groups who may be reluctant to disclose legal issues.
- Ability to undertake projects recognising the relationship between casework, community development and community legal education.

### **Desirable Knowledge and Skills**

- Community language or experience working with people from Culturally and Linguistically Diverse (CALD) and/or Aboriginal and Torres Strait Islander backgrounds.
- 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

**ECLC Values:**

**Respect** - appreciating diversity and treating all people with dignity

**Compassion** - understanding the underlying causes of disadvantage & offering support without judgment

**Advocacy** - providing a voice for those who cannot advocate for themselves and joining voices with those addressing injustice

**Safety** - assuring confidentiality for clients and being responsive to their own assessment of safety and wellbeing

**Justice & human rights** - showing courage in encounters with injustice, promoting equitable access to legal help, and working to empower communities

**Strong governance & assurance** - practicing proactive and transparent leadership and striving for continuous improvement

**Resourcefulness & practicality** - finding solutions through working collaboratively and generously sharing expertise

**Innovation & entrepreneurship** - encouraging new ideas, taking calculated risks to increase impact, and leading by example

**Quality & evaluation** - building evidence-based practice through a robust monitoring and evaluation culture

- **Self-Referral**

It is ECLC 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 including resume, cover letter and responses to the Key Selection Criteria to be submitted by midnight on Sunday, 27 September 2020 to [employment@eclc.org.au](mailto:employment@eclc.org.au)**

**Applications must clearly address the selection criteria contained in the position description.**





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](http://www.eclc.org.au)

Questions: Please contact Susan Amos (Mabels Co-ordinator) on 0437 743 549