POSITION DESCRIPTION

Position: Family Law and Family Violence Lawyer (fixed term)

Duration: 12 months fixed term

Hours and days of work: Full time – 5 days per week (38 hours per week)
9.00am – 5.06pm with a ½ lunch break (7.6 hours per day)
Monday – Friday

Classification: Level 6 (Social, Community, Home Care and Disability Services Industry Award 2010)

Salary: $76,000 - $80,000 per annum

Reports to: Manager, Principal Lawyer

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.

Position Objective

To perform the duties of a community lawyer in providing high quality legal services to the local community. The majority of the work undertaken in this role will involve family law and family violence related matters but may also include the provision of generalist legal advice across a range of areas of law.
Main Responsibilities and Duties

Advocacy and Casework

1. Provide expert legal advice, casework and information to clients on a range of matters, predominantly family law and family violence;
2. Provide legal assistance at family law outreach clinics as required;
3. Represent clients in courts on matters under authority as required;
4. Brief Barristers as required;
5. Provide legal advice to individuals and community groups as required;
6. Liaise with court staff, practitioners and other persons and organisations that impact on the work of the legal service;
7. Ensure that MVLS complies with its obligations under applicable funding agreements and the Uniform Legal Profession Act;
8. Perform other duties as required by the service manager, principal lawyer or board of management.

Family Relationships Centre - Broadmeadows

1. Engage in partnership work with the Northern Community Legal Centre to deliver the Family Relationships Centre (FRC) project at Broadmeadows FRC in compliance with all funding agreements and MOUs;
2. Provide legal education sessions at the FRC as required;
3. Provide legal advice and representation services at lawyer assisted mediations as required.

Community Development and Legal Education

1. Assist in the convening and oversight of the Moonee Valley Family Violence Network in partnership with the Moonee Valley City Council;
2. Provide culturally appropriate family violence prevention and education services as required;
3. Improve and promote MVLS to the community by providing information about the service and the law to clients and community organisations;
1. Attend network and community meetings as required;
2. Research opportunities to conduct joint projects with other agencies.

Compliance, Administration and Supervision

1. Ensure that MVLS complies with professional indemnity insurance requirements;
2. Ensure MVLS meets the requirements of project plans, MOU’s and funding agreements applicable to this role;
3. Attend MVLS staff and management meetings as requested;
4. Ensure effective recording of statistics and legal service activities in CLASS and general maintenance of records;
5. Assist in the induction, training and supervision of volunteers and junior legal staff;
6. Lead by example through clear and effective communication and create a positive team environment;
7. Participate in annual strategic planning and evaluation for the organisation.
Key Selection Criteria

Essential

- Eligibility to hold an unrestricted Victorian Practising Certificate
- Minimum 4 years extensive casework and advocacy experience in family law and family violence
- Ability to work as part of a small team and collaboratively with other agencies, staff and board members
- Demonstrated commitment to the philosophy of community legal centres
- Excellent written and interpersonal communication skills
- Computer literacy and understanding of and experience in the use of information technology
- Ability to work unsupervised, meet deadlines and initiate own work which is consistent with the philosophy of MVLS and priorities established by the Board of Management

Desirable

- Experience in the community sector particularly in Community Legal Centres
- Experience in community development and education in a legal context
- Current Victorian Drivers’ Licence

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.