



Ioddon campaspe  
community legal centre

A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)  
ABN 23 082 541 240, 54 Mitchell Street, Bendigo, 3550

**POSITION:** Health Justice Partnership Lawyer, full time, 12 months from date of commencement

**SALARY:** Terms and conditions of employment are based on the Community Legal Centres Multi-Business Agreement with over award (SCHADS) salary in the range of based on qualifications, skills and experience. The benefits of tax-effective salary packaging (up to \$30,000 grossed-up per FBT Year) plus access to Accommodation and Meal Entertainment packaging. An additional 3 days ex gratia leave between Christmas and New Year's Day is also provided. Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992, and is in addition to the gross salary offered. Relocation assistance is also on offer for the right candidate.

**HOURS:** 38 hours per week (Full Time) 7.6 hours per day. Some out of hours work may be required for personal supervision of evening advice clinics and to attend occasional evening and/or week-end events. Flexitime work arrangements are available. Overtime is not payable but time in lieu is available within ARC policy guidelines. Lunch is for 30 minutes.

**LOCATION:** LCCLC office is located at 54 Mitchell St, Bendigo. The position will regularly visit Kangaroo Flat site of Bendigo Community Health Service, as well as service courts or engage with other services throughout and beyond the region, requiring travel outside of normal work hours (subject to flexitime arrangements) and possible overnight stays away from Bendigo (e.g. Melbourne/Shepparton).

**COMMENCEMENT DATE:** May 2017

**APPLICATION INFORMATION:** **Applicants are asked to address both the essential and desirable Key Selection Criteria, in the position description. Applicants who do not address all the selection criteria will not be interviewed.** Applications need to include a covering letter, resume and preferably no more than two A4 pages addressing **all** the selection criteria and be addressed to Ms Chris Sedgman, Operations Manager, ARC Justice and emailed **by 9:00am, Monday 1 May 2017**, to [recruitment@arcjustice.org.au](mailto:recruitment@arcjustice.org.au). Interviews will occur on Wednesday 10 May 2017. Enquiries to Clare Sauro – 5445 0909.

## **KEY SELECTION CRITERIA**

### **Essential** (Skills, knowledge, experience, qualification and/or training)

1. A highly motivated person with a mature professional approach and demonstrated capacity for excellence, innovation and responsiveness in legal service provision.
2. Demonstrated experience in legal advice and casework in the areas of community law (law relevant to disadvantaged communities including family law, family violence, child protection, consumer complaints, credit and debt, infringements and summary crime). Family violence and family law experience are particularly important for this position.
3. Demonstrated understanding of legal practice within a multi-disciplinary framework.
4. Experience working within a community development framework, especially principles of empowerment and participation.
5. Experience building and maintaining relationships with organisations and stakeholders.
6. Capability in implementing and reporting projects, including monitoring and evaluation.
7. Demonstrated capacity to work in a small team and support a cohesive team environment as well as ability to work independently with minimal supervision.
8. Outstanding oral and written communication skills.

### **Desirable** (Skills, knowledge, experience, qualification and/or training)

1. Understanding of public and social health sectors
2. Experience in community legal education
3. Demonstrated understanding in identifying systemic issues and engaging in law reform.
4. Experience working with clients who are disadvantaged and vulnerable including those who are from culturally and linguistically diverse backgrounds and/or Aboriginal and Torres Strait Islander.

### **Prerequisites**

1. Law degree with 3 years minimum post-admission experience or other relevant legal experience
2. Eligible for an unrestricted practising certificate in Victoria.
3. Unrestricted Victorian driver's licence
4. Clear Police record check (concerning offences of dishonesty and personal safety) and obtaining a Working with Children Card.

## **JOB DESCRIPTION – SENIOR LAWYER – LODDON CAMPASPE COMMUNITY LEGAL CENTRE**

### **1. Organisational overview**

Loddon Campaspe Community Legal Centre (LCCLC) operates primarily in the Loddon Campaspe region (LGAs of Greater Bendigo, Loddon, Campaspe, Central Goldfields, Macedon Ranges and Mount Alexander). Goulburn Valley Community Legal Centre (GVCLC), a division of LCCLC, operates in the Goulburn Valley (LGAs of Greater Shepparton, Mitchell, Strathbogie and Moira).

LCCLC is a leading and innovative advocacy and rights organisation that delivers client focused services that empower disadvantaged and vulnerable people in rural and regional Victoria. We elevate justice as an issue in public discourse and advocate for systemic change that upholds human rights. We are a leader that strengthens the sector, pursuing best practice and innovation through collaboration and being an Employer of Choice.

LCCLC services include:

- Legal Assistance (information, referral, advice and casework)
- Legal Education
- Policy and Law Reform Work

LCCLC provides generalist services and a range of specialist services including:

- A Health- Justice Partnership with Bendigo Community Health Services at Kangaroo Flat, Bendigo
- Child protection legal assistance services pilot
- Family Violence legal assistance services
- Therapeutic Justice service in partnership with Primary Care Connect.
- Consumer advocacy services funded by Consumer Affairs Victoria
- Bendigo Student Outreach Service at La Trobe University, Bendigo Campus
- Clinical Education Program with La Trobe University law students

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Bendigo Community Health Services (BCHS) provides a range of primary and community health services and program to individuals, families and more broadly to communities in need within the City of Greater Bendigo.

BCHS is a not-for-profit organisation with over 180 staff offering more than 40 services, working in partnership to create better outcomes and supporting the next generation health professional with education and research placement and support.

### **2. Bendigo Health Justice Partnership**

The Bendigo Health Justice Partnership (HJP) is an innovative collaboration between BCBS and the LCCLC.

The HJP has involved embedding a lawyer at BCBS to:

- Deliver legal services more effectively to target clients, particularly those accessing family services.
- Develop the capacity of BCBS staff to identify and respond to legal issues.
- Identify legal policy/systemic issues that impede client wellbeing and require reform.

The service design is predicated on research which indicates that only a very small proportion of people with legal issues actually seek legal assistance, with many preferring to seek guidance from health or social service providers (NSW Law and Justice Foundation LAW Survey 2012). This research also indicates that people with a health issue or disability tend to experience higher rates of legal issues than the general population. By having its lawyers work alongside health professionals, LCCLC has demonstrated that it is better able to identify legal issues at an early stage and in turn assist health professionals to address the potential causes of health issues associated with previously unidentified and unresolved and legal issues.

Please refer to our website and/or our submission to the Access to Justice Review for more information: <http://lcclc.org.au/wp-content/uploads/2012/02/Submission-Access-to-Justice-Inquiry-LCCLC.pdf>

### **3. Health Justice Lawyer Role**

This is a generalist position within LCCLC with the incumbent leading and championing the Bendigo HJP. The incumbent will also be working closely with the LCCLC legal practice manager to move the Bendigo HJP from a single lawyer relationship to a whole of practice model coinciding with the co-location of LCCLC with the BCHS city site. Numerous members of the CLC team will contribute to undertaking the project activities and meeting its objectives, as well as members of staff at BCHS. The Health Justice Lawyer will however remain the primary contact for the Health Justice partnership, as well as contribute to generalist lawyer tasks onsite at LCCLC.

The incumbent will be given the opportunity to be innovative, collaborative and lead best practice in legal service and projects. They will also need to work towards the organisation's long term goals and reporting obligations and support the achievement of the ARC Justice Strategic Plan. This position reports to the LCCLC Legal Practice Manager (LPM).

#### **Legal Service Delivery**

- Provide legal assistance (information, referral, advice and casework) in a health service setting and/or a generalist legal service in all services modes (e.g. by telephone, face to face, via video conferencing and at the evening advice service), including outreach services (within the Loddon Campaspe region) and specialist clinics (Bendigo Student Services and Family Violence Legal Assistance Services).
- Prioritise strategic casework and services and link these to our law reform, policy and community engagement work.
- Ensure quality and consistency of delivery of legal services in accordance with LCCLC polices to ensure high standards of service to clients often with complex and disadvantaged needs.
- Under the direction of LPM assist in the mentoring of more junior staff and supervise volunteers from time to time as required.
- Ensure the complete and accurate collection of client data and entry onto CLASS client database, and if applicable, the application of Victoria Legal Aid grants of aid.
- Undertake the role of "Nominated Person" as defined in the "risk Management and CLC Practice" guide published by the National Association of Community Legal Centres.

#### **Community Development, Legal Education and Law Reform**

- Champion the evolution of Health Justice Partnerships in Australia.
- Monitor casework to identify systemic issues and feed this information into the Service's strategic plan and work plans.

- Monitor opportunities for participation or collaboration in policy and law reform activities, particularly policy work that links direct service delivery with broader public health or health administration objectives.
- With the support of the LPM engage in appropriate Law Reform or Community Development activities.
- In collaboration with the LCLCC community legal education and project worker, develop, review, and deliver legal education to community members and service providers, particularly BCHS or other associated health services.
- Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums, the media (e.g. press releases, radio interviews) and community presentations.
- Network with a wide range of stakeholders to advance organizational objectives, including Victorian HJP network, the Federation of Community Legal Centres, National Association of Community Legal Centres, Victoria Legal Aid, community legal centres, private legal practices, Courts, the Department of Justice, the Law Institute of Victoria, educational bodies and other relevant community agencies.

### **General and organisational Responsibilities**

- Support the achievement of the ARC Justice Strategic Plan.
- Assist in the implementing and reporting of projects, particularly the Bendigo HJP.
- Attend internal staff and planning meetings, supervision and performance review processes.
- Travel to Kangaroo Flat, Shepparton, Melbourne and local regional Courts as required.
- Participate in professional development, meet CPD responsibilities and attend national and local conferences as required.
- Undertake general Measurement and Evaluation activities
- Involvement in fundraising and other events as required.
- Must facilitate the timely and responsible use of grievance procedures to ensure that action is taken when change is required in order for performance to be improved or conflict to be resolved.
- Must adhere to organizational policies and procedures and support the agreed ARC Justice Values and Behaviors.
- Share general office duties, including administration, as required.
- Undertake other duties as reasonably required by the LPM and ARC Justice Executive Officer.