



goulburn valley
community legal centre

98 Nixon Street, SHEPPARTON

A program of Advocacy & Rights Centre Ltd (trading as ARC Justice)

ABN 23 082 541 240

POSITION: Community Lawyer (Rumbalara Health-Justice Partnership) full time - 1.0 EFT - Flexibility in the EFT requirements may be available to selected applicants (2 year contract)

SALARY: Terms and conditions of employment are according to the Community Legal Centres Multi-Business Agreement. Remuneration will be at SCHADS Level 5 or 6, based on qualifications, skills and experience plus salary packaging. The salary package comprises the benefits of tax-effective salary packaging (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. Flexibility in the EFT requirements may be available to selected applicants. 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.

LOCATION: The Goulburn Valley Community Legal Centre (GVCLC) is located at 98 Nixon Street, Shepparton. Offices will be provided for the position at both the project partner's health service (in Mooroopna) and the community legal centre, and the incumbent will be required to operate between them as directed. A vehicle is available for work-related purposes. The position may also 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 Shepparton.

COMMENCEMENT DATE:
8th April 2019 –negotiable

APPLICATION INFORMATION:
Applicants are asked to address both the essential and desirable key Selection Criteria, in the position description. Please note that applicants who do not address all the selection criteria will not be interviewed. We strongly encourage applications from Aboriginal and Torres Strait Islander people. Equal Opportunity principles will be applied.
Applications need to include a covering letter, resume and no more than **three A4 pages addressing all the selection criteria.** These should be addressed to Ms Karen Gurney, Manager and Principal Lawyer, and emailed **by 9:00am, Monday 18th February 2019,** to recruitment@arcjustice.org.au All enquiries about the position are to be directed to Ms Karen Gurney (03) 5831 0900.

KEY SELECTION CRITERIA

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

1. A highly motivated person with a mature and professional approach, strong interpersonal skills and demonstrated capacity for excellence, innovation and responsiveness in legal service provision.
2. Experience in providing legal advice and casework services in areas of community law (law relevant to disadvantaged communities which includes family law, family violence, child protection, consumer complaints, credit and debt, infringements and summary crime).
3. Ability to assist the Senior Lawyer in implementing and reporting on projects.
4. Ability to network with a broad range of organisations and stakeholders
5. Demonstrated capacity to work in a small team and support a cohesive team environment as well as the ability to support and strengthen the project partnership while working with minimal supervision.
6. Excellent oral and written communication skills, word processing competency and general computer literacy, including familiarity with web-based video-conferencing applications.

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

1. An understanding of the theory behind Therapeutic Justice practices and recognition of the importance of holistic responses to socio-legal issues.
2. Knowledge and understanding of, and respect for Aboriginal identity and culture; ability to work sensitively in an Aboriginal services organisation; and willingness to participate in cultural training and activities.

Prerequisites

1. Law degree with 2 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 eligibility to obtain a Working with Children Card.

JOB DESCRIPTION – COMMUNITY LAWYER – RUMBALARA HEALTH-JUSTICE PARTNERSHIP

Organisational Overview

ARC Justice is an independent, not-for-profit, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice.

Our programs deliver accessible legal services, tenancy advice and support to those in our community in the greatest need. We deliver community education and advocate for systematic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation and we work with local partners to ensure a whole-of-person approach to our work.

Vision

An inclusive community built on a foundation of human rights and equality before the law.

Purpose

We promote equality before the law for people in rural and regional Victoria by: providing legal, advocacy and support services; elevating justice as an issue in public discourse; and advocating for systemic change that upholds human rights.

Principles that underpin our work

- **Community:** We serve, build capacity and are accountable to the community to which we belong.
- **Learning:** We are inquisitive and receptive to new ideas, use evidence-based practice and share our knowledge to achieve the greatest impact for our communities. We learn from both our successes and mistakes.
- **Partnership:** We believe partnership and collaboration with individuals, communities and organisations is the only way to create meaningful and sustainable change.
- **People:** We are committed to ethical and sustainable practice that values our people in achieving our purpose.
- **Recognition of First Peoples:** We celebrate the strength, culture and contribution of our First Peoples. We recognise the systemic injustices brought against them, and work in partnership with local Aboriginal communities to bring justice.
- **Respect:** In all of our work, we show respect. We value diversity and acknowledge differences, knowing these strengthen our community.

Goulburn Valley Community Legal Centre

GVCLC operates in the Goulburn Valley, encompassing the local government areas of Greater Shepparton, Mitchell, Moira, Strathbogie, Benalla and Mansfield.

GVCLC promotes equality before the law for people in rural and regional Victoria through the provision of legal, advocacy and support services; by elevating justice as an issue in public discourse; and by advocating for systemic change that upholds human rights.

GVCLC generalist services include:

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

GVCLC provides a range of specialist services including:

- Family Violence prevention legal services including family violence duty lawyer services at the Shepparton Specialist Family Violence Court, and the Seymour, Benalla, Mansfield and Cobram Magistrates' Courts.
- Family law and child protection advice and casework assistance
- Clinical Education Program with Deakin University law students
- A Health-Justice Partnership with Rumbalara Aboriginal Cooperative Ltd
- An Employment Law Partnership with Job watch providing services for Working Holiday Makers

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ROLE

Community lawyer (Rumbalara Health Justice Partnership)

This is a generalist position within the Shepparton-based GVCLC but a significant portion of its client interaction will occur on location at the Mooroopna complex of Rumbalara Aboriginal Corporation Limited. The incumbent will primarily work with the Senior Lawyer of the Rumbalara Health Justice Partnership in the further development and conduct of a Health-Justice partnership with this major regional Aboriginal Community-Controlled Health Service (ACCHO). It will respectfully use its interpersonal and organisational skills, assisting the Senior Lawyer to foster the therapeutic model of legal service delivery engaging clients with health and social welfare supports in a culturally sensitive environment to address the personal issues underlying clients' involvement in the justice system.

The position will provide legal information and advice to, and undertake limited casework for clients under the general direction of the Senior Lawyer. It will develop and utilize referral pathways to other appropriate legal service providers such as Victorian Aboriginal Legal Service (VALS), Djirra (the Family Violence Prevention and Legal Service) and Victoria Legal Aid (VLA) as well as the GVCLC Generalist, Family Violence and Therapeutic Justice Practices. It will case manage all clients through their legal processes in conjunction with the project partner. It will also work with Rumbalara management and staff to build the capacity of the ACCHO workers, the broader Aboriginal community and beyond to identify legal problems and to act on them by accessing the most appropriate services for its clients. The position will enjoy the guidance and support of a project reference group comprising representatives of key agencies

The incumbent will support the Managing Lawyer in the management of the Shepparton legal practice, by providing support and mentoring to GVCLC students and volunteers, and by participating in the roster delivering the weekly Night Service. The incumbent will be innovative and collaborative, and will lead best practice in legal service and projects. They will also need to work towards the organization's long term goals and reporting obligations and support the achievement of the ARC Justice Strategic Plan.

This position reports to the GVCLC Manager and Principal Lawyer through the Senior Lawyer. They will also have a relationship with the Reference Group, Senior Lawyer (Rumblara HJP) staff, the Senior Coordinating Lawyer and the Executive Officer, ARC Justice.

Legal Service Delivery

- Assist the Senior Lawyer (Rumbalara HJP) project manage the establishment and implementation of the Rumbalara Health-Justice Partnership.
- Under the general supervision of the Senior Lawyer, provide quality legal assistance (information, referral, advice and casework) across a range of practice areas in all services modes (e.g. by telephone, face to face, and via video conferencing), to the ACCHO's clients utilising wherever possible relevant health services and social welfare supports available from or through the project partner.
- Conduct casework in accordance with guidelines that is strategic in nature, in either civil law or family law practice areas. This casework may include appearances in court, tribunals &/or other advocacy forums.
- Assist the Senior Lawyer and the Therapeutic Justice team plan and conduct professional development sessions for Rumbalara and other Aboriginal community workers in the use of culturally appropriate legal-health checks and other relevant legal subjects.

- Use the contacts, knowledge and experience gained as the project progresses to develop and promote understanding and adoption of therapeutic justice practices across relevant agencies in the wider GV and build their capacity and awareness of other specialist and generalist services that may be accessed by disadvantaged members of the community.
- Work collaboratively with Rumbalara and ARC Justice to develop and implement processes for the collection and analysis of client-centred project data to be used in the evaluation of the partnership's performance and the identification of opportunities for systemic change.
- Assist the Senior lawyer in the preparation of regular reports on the progress of the Rumbalara Health-Justice Partnership for the Stakeholder Reference Group and the ARC Justice Board.

Community Development, Legal Education and Law Reform

- 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.
- Engage in appropriate Law Reform or Community Development activities as required.
- Deliver legal education, including legal-health checks, to community members and service providers.
- Raise the CLC public profile and promote awareness of legal rights and responsibilities, through participation in public forums and community presentations.
- Network with a wide range of stakeholders to advance organizational objectives, including the Federation of Community Legal Centres, National Association of Community Legal Centres, Victoria Legal Aid, Victorian Aboriginal Legal Service, Djirra Family Violence Prevention and Legal Service, private legal practices, Courts, the Department of Justice & Regulation, 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.
- Attend internal staff and planning meetings, supervision and performance review processes.
- Participate in cultural awareness training and activities as required
- Travel to Bendigo, Melbourne and local regional Courts as required.
- Participate in professional development, meet CPD responsibilities and attend national and local conferences as required.
- Involvement in fundraising, community activities and other events as required.
- 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.
- 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 Senior Lawyer (Rumbalara HJP), the Senior Coordinating Lawyer, GVCLC Manager and Principal Lawyer, and ARC Justice Executive Officer.