ABOUT FITZROY LEGAL SERVICE
The Fitzroy Legal Service (FLS) opened its doors in December 1972. FLS is a community-based organisation, independent of government, assisting members of the community whose access to legal resources is limited.

Our services include:
• a legal advice service that operates five nights a week, staffed primarily by volunteer lawyers;
• an outreach service and four specialist legal advice clinics (specialising in family law, animal law and LGBTQ-related legal issues);
• a self-funding day practice that offers criminal and family law casework and court representation;
• a Drug Outreach Lawyer program that provides community legal education, referral, advice, advocacy and ongoing casework services to drug users on an outreach basis through health partnerships;
• two duty lawyers providing advice, casework and support services at the Neighbourhood Justice Centre;
• community development and community legal education activities, public interest litigation, law reform and the development of legal research and policy; and
• Publication of The Law Handbook (hard copy, eBook and online) as well as other websites and resources.

POSITION OBJECTIVE
This is a new position, for a 12 month period, which will predominantly focus on the provision of family violence assistance for clients who identify as a victim/survivor. Funded through the Victorian Department of Justice and Regulation’s CLC Family Violence Fund, this position is available either as a full time position, or less than full time. A load above 0.6EFT will include a self-funded component, generating income from a mixture of legal aid grants and some private fee-paying clients (within guidelines).

Like all FLS employees, the Community Lawyer, Family Violence is expected to participate in the life of the organisation, promote the objectives of FLS and adhere to articulated values, policies and procedures.

RESPONSIBLE TO
The Community Lawyer, Family Violence reports to the Senior Lawyer – Family Law and Family Violence. Additional supervision will be provided by the Principal Solicitor for areas outside family law/family violence (ie fines, tenancy, criminal charges).

KEY DUTIES AND RESPONSIBILITIES
Advice, Casework and Advocacy
• Provide legal information, advice, casework, advocacy and referral services for clients, presenting with family violence matters who identify as a victim/survivor;
• Assist clients to draft material for Family Violence Intervention Order contests (such as Further and Better Particulars and Subpoenas) and organise representation for contested hearings;
• Assist clients with interrelated legal issues such as family law issues (parenting, property and divorce), fines, tenancy, child protection, criminal charges;
• As appropriate, apply for legal aid through ATLAS;
• Where eligible, brief barristers to appear on behalf of clients;
• Develop links with relevant support agencies to assist with the varied and complex issues of clients;
• Provide legal advice and secondary consultation to community workers and agencies in relation to the legal rights and responsibilities of their client;
• Support the family violence legal assistance services provided by the Fitzroy Legal Service night service, including:
  o Preparing applications for intervention orders
  o Providing procedural advice;
  o Assessing eligibility for legal aid funding and applying for grants of assistance;
  o Providing advocacy in cases with merit where clients are ineligible for legal aid funding, unable to pay a private lawyer and unable to self-represent (possibly through briefing pro bono counsel);
  o Drafting further and better particulars;
  o Assisting with victims of crime applications;
  o Providing warm referrals for related services – family violence and victims support, housing and financial counsellors; and
  o Developing checklists and other documentation and offering other practical assistance and support to volunteers, as required.

Community Legal Education, Community Development and Community Liaison
• Develop and participate in community legal education programs on family violence; and
• Liaise with relevant stakeholders to facilitate client referrals – eg Neighbourhood Justice Centre, Victoria Legal Aid, North Richmond Community Health, CoHealth, other Community Legal Centres.

Reporting & accountability
• Assist with collection of data and preparation of reports and other accountability documentation as required; and
• Ensure compliance with relevant professional and ethical standards relating to legal practice, including the Legal Profession Act 2004 and the National Risk Management Guide of the National Association of Community Legal Centres.

General
• Attend internal staff and planning meetings, supervision and performance review processes;
• Participate in professional development, meeting CPD responsibilities as required;
• Involvement in fundraising and other events as required; and
• Perform other duties as directed and necessary to the proper performance of the role.

KEY SELECTION CRITERIA

Qualifications
To be admitted or eligible for admission to practise as an Australian Legal Practitioner.

Essential (Skills, knowledge, experience)
• Demonstrated understanding of and commitment to social justice and the philosophy of Fitzroy Legal Service;
• Experience in the provision of high quality legal advice, advocacy, and casework in the area of family violence, including knowledge of Family Violence legislation and processes and its impact on community;
• Demonstrated ability to work with people who have experienced family violence and an understanding of the legal and other issues that impact on their access to justice;
• High level verbal and written communication skills;
• Demonstrated ability to work both as a member of a team and independently;
• Ability to work with other professionals to provide appropriate referrals to a range of non-legal services so as to achieve a holistic, inter-disciplinary response for clients;
• Strong organizational and computer literacy skills; and
• Good self-care and stress management skills.
Desirable
• Experience in a similar role;
• Knowledge of family law and the intersect with family violence;
• Knowledge of and experience working in Community Legal Centres; and
• Experience in delivering community legal education to a range of audiences.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

LOCATION, TRAVEL, AND WORK OUTSIDE OFFICE HOURS
The position will be based at the FLS office on Level 4 of the Fitzroy Town Hall. The position may require outreach to other locations. Some further travel may be required (eg: to attend meetings, court). Reasonable travel expenses are reimbursed. Work outside of normal office hours will be required for attendance at the FLS night service (approximately once a fortnight between the hours of 6-8pm). Overtime is not paid but FLS operates a flexible workplace and a time-in-lieu policy.

CLASSIFICATION
Social, Community, Home Care and Disability Services (SCHCADS) Industry Award, Level 5.

SALARY & CONDITIONS
This is a new position, initially offered as a 12 month contract with the potential for extension subject to funding and performance. Annual salary of $65,543 (pro-rata) plus 9.25% superannuation and 17.5% leave loading. FLS’s tax exempt status allows generous additional tax benefits through salary packaging. Four weeks annual leave plus paid leave between Christmas and New Year.

Closing date for applications – 5pm, Wednesday 25th January 2017.

Please address Key Selection Criteria and send application to

Claudia Fatone
Executive Officer
Fitzroy Legal Service
PO Box 297
Fitzroy 3065
Or email cfatone@fitzroy-legal.org.au