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| Position | Lawyer (Family Law) |
| Classification | Social, Community, Home Care and Disability Services Award 2010 |
| Location | Logan, Queensland |
| Tenure | 0.6 EFT |
| Status | There is no paid overtime. Provision for Time-in-Lieu and Flexi time will apply upon approval from the Principal Lawyer |
| Equal Opportunity Exemption | A123/2012 |
| Role | Lawyer |
| Responsible To  | Principal Lawyer |
| Reports To | Principal Lawyer |

**AGENCY OVERVIEW**

InTouch, Multicultural Centre against Family Violence, provides services, programs and responses to issues of family violence in CALD (Culturally and Linguistically Diverse) communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community. Our organisation strives to create a world where all women and children will be safe and free from violence.

**OUR VISION**

For women and children from diverse cultural backgrounds to be safe and free from family violence

**OUR MISSION**

Our mission is to facilitate healthy relationships within CALD families to live life without violence. We achieve this by providing support to individuals, families and groups and working toward preventing family violence through social and systemic advocacy and community awareness

**OUR VALUES**

* Human rights and gender equality
* Safety, wellbeing and empowerment
* Respect for Individual differences and values
* Confidentiality, trust and the right to privacy
* Professionalism and collaboration

**LEGAL CENTRE**

The inTouch Legal Centre was established in 2012 as an accredited community legal centre operating within the inTouch Multicultural Centre against Family Violence. The Centre was designed to fulfil an unmet need of its clients - the need for a specialised, in-house legal service which provides culturally-appropriate legal support within the same organisation in which they have already built a relationship of trust.

The inTouch Legal Centre has partnered with the Access Community Services to deliver the 99 Steps to Recovery: Logan Response to DFV in CALD Communities (99 Steps) service model and pilot program. The objective of this innovative and sustainable service delivery model is to target women in the prevention, crisis response and transition into recovery relating to DFV in CALD communities. 99 Steps will leverage expertise and extensive networks by integrating DFV counselling and access to legal support through intensive and integrated case management service delivery.

**POSITION**

This role will see inTouch lawyer outposted at Access Community Service in Logan, Queensland and working in an integrated model of service delivery with Access Case Managers to provide a holistic service to CALD women on their journey to safety.

You will conduct legal casework of family violence and family law. Your work will include advice, drafting court documents, negotiating agreements and some court representation.

The successful candidate will be committed to social justice, be cultural competent with a genuine interest in seeking just outcomes for culturally diverse women and their children experiencing a range of legal issues.

**DUTY STATEMENT**

**1. LEGAL ADVICE AND CASEWORK**

* Ensure that legal services operate within the Centre’s guidelines and integrated practice and in accordance with professional legal practice, including government and professional indemnity insurance requirements.
* Provide high quality legal advice and casework to clients
* Regularly communicate with the Principal Lawyer to ensure successful implementation of the model and provision of high quality legal services

**2. COMMUNITY DEVELOPMENT & PARTNERSHIPS**

* Represent the Centre in a variety of forums.
* Establish and maintain partnerships with stakeholders from government, community, legal and corporate sector to strengthen capacity and secure sustainability of the Logan outpost

**3. ACCOUNTABILITY**

* Maintain files to a high professional standard and regularly demonstrate the quality of work to the Principal Lawyer
* Participate in regular supervision with the Principal Lawyer;
* Participate in a biannual performance review;
* Participate in centre planning and evaluation;
* Undertake professional development in consultation with the Principal Lawyer;
* Ensure compliance with policies and procedures of the Centre;
* Attend regular staff meetings as required;
* Maintain a teamwork and integrated practice model approach at all times.

**4. ADMINISTRATION**

* Word processing of all documentation and legal correspondence;
* Ensure relevant and appropriate records are maintained;
* Provide reports as requested by Principal Lawyer.

**5. OTHER**

* Other duties as directed by the Principal Lawyer;

**KEY SELECTION CRITERIA**

**Essential**

* Unrestricted Legal Practising Certificate in the State of Queensland pursuant to the

 Legal Profession Act 2004;

* Eligible to practice in the family law jurisdiction;
* At least 3 years legal practice experience in family law and preferably experience in related areas such as intervention order matters; victims of crime assistance and tribunal matters;
* Demonstrated experience in family law casework including taking instructions; giving advice; preparing court documents; filing documents; appearing at court and negotiating at mediation;
* Advanced interpersonal skills and experience in working with clients from diverse backgrounds in an emphatic and culturally competent manner;
* Sound decision making skills and the ability to provide timely, accurate and strategic legal advice;
* Demonstrated time management and organisational skills.

**Desirable**

* Experience in working in a Community Legal Centre environment and are familiar with the NACLC risk management guidelines and cross check procedures;

**Personal Attributes**

* Ability to take initiative and accept responsibility.
* Team player able to engage people, problem solve and achieve results.
* High ethical standards and values, and ability to act with integrity and confidentiality.
* Genuine interest and commitment to social justice and multicultural values.
* Exhibits cultural competency;
* Energy and enthusiasm.
* Ability to work under pressure.

**CONDITIONS OF EMPLOYMENT**

* The position is a part-time, fixed term position;
* The position is 0.6 EFT;
* The annual salary for this position is negotiable depending on experience plus 9.5% superannuation pro rata;
* The position will attract five (5) weeks annual leave per annum, pro rata;
* Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy;
* Superannuation Scheme is available through HESTA and the provisions of the Superannuation Guarantee (Administration) Act 1992 will apply;
* The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a criminal records check, working with children check, proof of identify and qualifications. One referee must be from the most recent direct supervisor;
* Signing a Confidentially Agreement is a requirement of inTouch;
* The successful applicant will initially be engaged for a probationary period of six months. During this period, either party can terminate employment with one week’s notice;
* inTouch employees need to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82(7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition;
* Some travel within Queensland and Victoria may be required from time to time. A current Queensland driver’s license is essential;
* inTouch has a smoke-free workplace policy;

**PRIVACY NOTIFICATION**

The inTouch Legal Centre requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.

**APPLICATION PROCEDURE**

inTouch has a pending renewal of an Equal Opportunity Exemption (A23/2012) and requests applications from women only.

Applicants should express their interest through a short covering letter attaching their resume and a brief 2 page document addressing the key selection criteria.

**Email your application to** **ea@intouch.org.au**

**Applications close on 26 February 2017.**

**Successful candidates will be interviewed on 2 March 2017.**