**NORTHERN COMMUNITY LEGAL CENTRE**

**POSITION DESCRIPTION**

**POSITION:** Family Violence Lawyer

**EMPLOYMENT TYPE:**  Full Time, 38 hours per week

**POSITION HOURS:** Monday to Friday, 9am to 5pm

**REPORTS TO:** Legal Practice Manager

**AWARD:** Social Community Home Care and Disability Services Award (SCHCADS)

**AGREEMENT:** Multi-Business Agreement (MBA)

**CLASSIFICATION:** SCHCADS Award: Level 5

Comparable MBA: Community Development Worker Class 2(b)

**REMUNERATION:**  SCHCADS Award Rate

**ABOUT THE ORGANISATION**

# The Northern Community Legal Centre Inc (NCLC) was formed through the amalgamation of Broadmeadows and Moreland Community Legal Centres in January 2016. NCLC provides legal services and community legal education to the most vulnerable and disadvantaged people in Melbourne’s north west, and advocates for equal access to justice for all. The organization has a proud history at the forefront of innovations in family violence service provision in Broadmeadows and surrounding areas. Since 1992 we have provided a duty lawyer service to Broadmeadows Court and held the role of convenor of the Hume Domestic and Family Violence Network since this time.

NCLC employs two full-time family violence lawyers to provide advice, casework, duty lawyer service, court representation and community legal education to victims of family violence. We also have a Family Violence Coordinator who supports the family violence lawyers in court. Our main office is at Gladstone Park. As well as providing a duty lawyer service at the Broadmeadows Magistrates Court, we provide outreach family violence clinics in Broadmeadows. Our family violence team provides holistic legal services to family violence victims in a range of practice areas, including family law, VOCAT, infringements and civil law.

**POSITION OBJECTIVE**

The family violence lawyer will advise and represent applicants and AFMs seeking the protection of a family violence intervention order at the Broadmeadows Magistrates’ Court. The family violence lawyer will also provide advice, casework and representation to eligible clients in family law, VOCAT applications, infringements and civil law. The family violence lawyer will also undertake community legal education and law reform activities under the direction of the legal practice manager.

**POSITION RESPONSIBILITIES**

**Legal Service Delivery**

1. Provide high quality legal services including legal advice, casework and court representation to eligible clients in a range of practice areas, including family violence intervention orders, family law, VOCAT applications, civil law and other areas as required.
2. Provide duty lawyer advice and representation to applicants and AFMs in family violence intervention order proceedings at the Broadmeadows Magistrates’ Court.
3. Undertake administrative duties relevant to the legal services including word processing and photocopying of documentation and correspondence.
4. Assist in the review and, where possible, improve effective case management systems, practices and work procedures amongst staff, students and volunteers.

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

1. In collaboration with the Community Development Manager and the Legal Practice Manager, identify and develop opportunities and projects for community legal education, community development and law reform initiatives.
2. Promote NCLC’s Family violence service to community groups by participating in networks, working groups and other forums, including social media.
3. Assist the Legal Practice Manager in the preparation of law reform submissions, funding applications and community legal education publications.
4. Network with organizations including Family Violence Services, Settlement agencies and other community agencies working with victims of family violence.

**POSITION REQUIREMENTS**

**ESSENTIAL SELECTION CRITERIA**

1. Eligible to hold a practising certificate in Victoria and have at least one year post admission experience or other relevant experience.
2. Demonstrated ability to provide legal services in a range of matters affecting victims of family violence, including family law, family violence intervention orders, Victims of Crime compensation and other civil areas of law.
3. Demonstrated experience in the delivery of community legal education and law reform initiatives.
4. Demonstrated effective time management and interpersonal skills.
5. Demonstrated high level written and verbal communication skills and the ability to work well under pressure within a team environment.
6. A current Victorian driver’s licence and access to a vehicle.
7. Demonstrated computer literacy and experience in undertaking administrative duties.

**DESIRABLE SELECTION CRITERIA**

1. Community language or experience working with people from CALD backgrounds.
2. Experience working in the community sector.