

LAWYER

POSITION DESCRIPTION

COMMUNITY MENTAL HEALTH

GIPPSLAND COMMUNITY LEGAL SERVICE

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

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| Position | Community Mental Health Lawyer |
| Program | Gippsland Community Legal Service |
| Classification | SCHADS Award Level 6 (Community Development) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| Hours | Full Time |
| Hours per week | 38 hours |
| Duration | Fixed Term |
| Fixed term end date | Two years from date of employment |
| Location | Morwell/Traralgon Co-location primarily Gippsland |
| Reporting Relationship | This position reports directly to the GCLS Team Leader and Principal Lawyer |
| Effective date | January 2018 |

Overview of program

Gippsland Community Legal Service (GCLS) is an independent non-profit service managed by Anglicare Victoria. GCLS is funded by the Federal and State Governments to deliver free legal services throughout the Gippsland region. The mission of GCLS is to improve access to justice for all members of the Gippsland Community by providing legal advice and advocacy, empowering individuals and groups through community education, and to remove systemic injustice by advocating for law reform.

The Clean Slates Project recognises that those with a mental health illness are among the most vulnerable and disadvantaged in our community. This project provides for a co-located lawyer at Latrobe Regional Hospital Community Mental Health Service locations by providing accessible and timely access to legal services for people impacted with a mental health illness. This position ideally suits an experienced civil/generalist lawyer. Comprehensive training in current mental health/legal practices and supervision will be provided.

Position Objectives

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| 1. | Develop and maintain strong links with the mental health services based in Gippsland. Integrate Latrobe Regional Hospital's community based mental health services and Gippsland Community Legal Service's to reduce gaps faced by clients. |
| 2. | Increase the capacity of mental health workers to identify legal issues affecting or relevant to their clients. |
| 3. | Participate in the established Health Justice Partnership (HJP) |
| 4. | Introduce on-site legal clinics at Community Mental Health Service (CMHS) clinics. |
| 5. | Evaluate the effectiveness of the project through Anglicare Victoria's Research Department. |
| 6. | Assist GCLS to achieve its objectives and strategies as outlined in its Community Legal Services Plan (CLSP). |

Key responsibilities

The key responsibilities are as follows but are not limited to:

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| 1. | <p>Client Service Delivery</p> <p>Attending Latrobe Regional Community Mental Health Service clinics to conduct client legal advices, casework including representation of clients at Court/Tribunals, secondary consultations to professionals and professional legal education to mental health workers.</p> <p>Providing support to future mental health lawyers engaged in CMHS clinics across Gippsland. Mentor the work of volunteers and students and provide direct guidance in the delivery of legal advice.</p> <p>Travel within Gippsland and possibly to Melbourne as required.</p> |
| | <p>Program</p> <p>Identifying and addressing issues of law reform for the Gippsland community in consultation with other GCLS staff.</p> <ul style="list-style-type: none"> • Participate in monthly team and legal casework, research and education development meetings. • Participate in community sector meetings relevant to GCLS, including working groups at the Federation of Community Legal Centres. • Participate in the HJP working group and Victorian Health Justice Network meetings and provide feedback to the HJP working group via a quarterly written report. • Undertaking an evaluation led by the Anglicare Victoria research team and the HJP. • Undertake professional development, in particular, to comply with Continuing Professional Development (CPD) requirements. |
| 3. | <p>Administration</p> <p>Actively participating as a team member in GCLS, divisional and agency activities.</p> <p>Participating in regular supervision with the program Team Leader, and separately with the Principal Lawyer.</p> <p>Managing paperwork in accordance with the Service Standards and Policy Indicators (SSPI) and accepted office procedures, including data entry.</p> |

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

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|  <p>Role Specific</p> | <p>1. Hold a practising certificate under the Legal Profession Uniform Law Application Act 2014. Please note this position is suitable only for lawyers on a full Victorian practising certificate, i.e. nil supervision requirement on Certificate.</p> |
| | <p>2. Ability to undertake or appropriately refer a range of legal work relevant to disadvantaged mental health clients, including family law, family violence, tenancy, infringements, debts, and administrative law.</p> <ul style="list-style-type: none"> • Ability to work with and support clients who have been exposed to trauma. • A commitment to the promotion of social justice and human rights. |
| | <p>3. Capacity to work independently in a co-location setting and to use initiative, follow instructions, set priorities, organise and manage workloads and work to achieve goals.</p> |
| | <p>4. Ability to work within a multi-disciplinary team environment.</p> |

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
