

## **Position Description Community Lawyer Gippsland Community Legal Service Latrobe Valley - Gippsland**

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### **Position Purpose**

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.

### **Position Objectives:**

Working under generation direction from a senior or principal lawyer provide a range of legal services:

- Provide disadvantaged members of the community with accessible legal information, advice, referral and representation.
- Participate in GCLS' family violence duty lawyer service at Gippsland courts as needed.
- Assist in the provision of legal education programs to professionals and members of the community that encourage greater awareness of legal rights and responsibilities as well as access to the legal system.
- Identify and address social injustices and identify areas of need within Gippsland.
- Assist GCLS to achieve its objectives and strategies as outlined in its Community Legal Services Plan.

### **Organisational Context**

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.

Anglicare Victoria is committed to ensuring diversity and inclusivity are embedded throughout our organisation for the benefit of our clients, volunteers and employees. Welcoming, supporting and celebrating diverse talents, knowledge, perspectives and experiences strengthens our workforce and our relationships with the communities we work with.

Our focus is to create a more just society which means eliminating discrimination in the services we deliver and the workplace we provide. We strive to be an inclusive, safe and responsive organisation which promotes diversity and actively supports inclusion for Aboriginal and Torres Strait Islander peoples, people from LGBTIQ+ communities, people with disabilities, people from diverse cultural and linguistic backgrounds, people of all ages, people with caring responsibilities and people with diverse religious beliefs or affiliations.

Being a diverse and inclusive organisation goes to the very heart of our work, and supports our strategic intent to transform the future of vulnerable children and their families.

**Position Description  
Community Lawyer  
Gippsland Community Legal Service  
Latrobe Valley - Gippsland**

**Position specifications**

Position	Community Lawyer
Reports to:	Team Leader and Principal Lawyer/Support Lawyer
Direct reports:	As applicable
Internal stakeholders:	Program Managers all internal staff and support staff.
External stakeholders:	Legal Service Board, External Funders, Federation of CLCs, Association of CLCs, other Government bodies, Strategic networks and partners, External Auditors
Classification	SCHADS Award Level 5 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Part-time - .9 EFT (34hrs per week)
Duration	Ongoing
Location	Latrobe Valley but travel to other Gippsland sites required.

**Key responsibilities**

**Operational activities**

- Under general direction from a senior or principal lawyer ensure the provision of a range of legal services associated with the role; including intake, family violence intervention orders, case management of files, statistics, information, advice, referrals and representation at court.
- Under general direction assist with professional practice and program development activities in order to promote best practice, law reform, research, education and the ongoing quality improvement of the service.
- Opportunities are provided for you to undertake ongoing professional development through quality supervision, training, development and coaching.
- Maintaining administrative aspects of the role in accordance with the GCLS quality plan, targets, and legislative requirements.

## Position Description Community Lawyer Gippsland Community Legal Service Latrobe Valley - Gippsland

- Build and maintain effective relationships including liaison, negotiation and consultation with key stakeholders.
- Meet compliance with agency and program specific policies, procedures and audit requirements

Workplace Health & Safety activities	Inclusivity
<ul style="list-style-type: none"> <li>• Take reasonable care for your 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.</li> <li>• Take reasonable that your actions or omissions do not adversely affect the health and safety of themselves and others</li> <li>• Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace</li> <li>• Report all injuries, illness or 'near misses' to your Supervisor or Manager</li> <li>• Participate in relevant health and safety training based on roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure an engaged, positive and professional workplace culture in line with the expectations and policies of Anglicare Victoria.</li> <li>• Ensure an inclusive environment for all to support the maturing of our workforce in respect to Diversity &amp; Inclusion across all groups including LGBTIQ and Indigenous and Torres Strait Islanders.</li> <li>• Promote and role model positive behaviours and an open, inclusive and collaborative approach to working always behaving ethically and with integrity</li> </ul>

### Selection Criteria

Training and Qualifications	
<ul style="list-style-type: none"> <li>• Hold, or be eligible to hold, a practising certificate under the Legal Profession Uniform Law Application Act 2014.</li> </ul>	
Essential experience and skills	Capabilities required
<ul style="list-style-type: none"> <li>• Under general direction, undertake a range of legal work relevant to disadvantaged clients, including family law, family violence, tenancy, employment, mental health, infringements, debts, and administrative law.</li> <li>• Resilience to work with and support clients who have been exposed to trauma.</li> </ul>	<ul style="list-style-type: none"> <li>• Displays resilience</li> <li>• Has a learning mindset</li> <li>• Shows cultural awareness</li> <li>• Puts clients first</li> <li>• Works collaboratively</li> </ul>

**Position Description  
Community Lawyer  
Gippsland Community Legal Service  
Latrobe Valley - Gippsland**

<ul style="list-style-type: none"> <li>• A demonstrated commitment to the promotion of social justice and human rights, in particular the rights of people to live free from violence and abuse.</li> <li>• Demonstrated client-focus, with high level written and verbal communication.</li> <li>• Capacity to work without supervision, using initiative, following instructions and setting priorities.</li> <li>• Organise and manage workloads and highly motivated to achieve goals.</li> <li>• Understanding of accountability to the team and separately to the community.</li> <li>• Preparedness to undertake legal research in other areas of law, including property, contract and planning law with training and under guidance from a senior lawyer.</li> <li>• Participation in delivering GCLS CLE and PLE program and participation in select community groups and Gippsland professional associations.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates technical and professional acumen</li> </ul>
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**Essential requirements**

<ul style="list-style-type: none"> <li>• All Anglicare Victoria team members must provide evidence of their valid working rights through an Australian/New Zealand birth certificate or passport, Citizenship certificate or Permanent residency certificate or an International passport with evidence of a valid working visa, which is subject to a Visa Entitlement Verification Online (VEVO) check.</li> <li>• All Anglicare Victoria team members' offers of employment are subject to a satisfactory Criminal History Check and possession of a current Working with Children Check prior to commencement.</li> </ul>
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