
About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

Legal Services

Gippsland Community Legal Services (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 Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Legal Services
Program:	Legal Services
Reports To:	Principal Lawyer, or Supervising Lawyer
Direct Reports:	Nil
Internal Stakeholders:	All relevant stakeholders to enable continual improvement to the design and implementation of our service delivery model.
External Stakeholders:	Legal Service Board, External Funders, Federation of CLCs, Association of CLCs, other Government bodies, Strategic networks and partners, External Auditors
Classification:	SCHADS Level 5

About You (Key Selection Criteria)

Qualifications/Licences

Required:

- Hold, or be eligible to hold, a practising certificate under the Legal Profession Uniform Law Application Act 2014
- Ability to travel to various work sites as required

Desirable:

- N/A

Knowledge and skills

- Under general direction, undertake a range of legal work, including court representation, relevant to disadvantaged clients, including family law, family violence, tenancy, employment, mental health, infringements, debts, and administrative law.
- Resilience to work with and support clients who have been exposed to trauma.
- Demonstrated client-focus, with high level written and verbal communication.
- 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.
- Capacity to work without supervision, using initiative, following instructions and setting priorities.
- Organise and manage workloads and highly motivated to achieve goals.
- Understanding of accountability to the team and separately to the community.
- 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.
- Participation in delivering GCLS CLE and PLE program and participation in select community groups and Gippsland professional associations.
- Ability to work with vulnerable people within the community.
- Demonstrated ability to contribute to program development, implementation, and evaluation.
- Ability to self-reflect, take on board feedback, and use supervision opportunities to improve one's practice and leadership.

Personal Qualities

- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Self-Development:** the desire to continually develop, inquire and learn through on the job experiences, exposure through participating in events, mentoring and education.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.

Your Contribution (responsibilities)

The role's key contributions are outlined below:

Role specific

- Undertake activities and case work under general direction from a supervising or senior lawyer to 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.
- Undertake activities under general direction to assist with individual and team professional practice and program development activities to promote best practice, law reform, research, education, and the ongoing quality improvement of the service.
- Act in accordance with the professional and legal obligations of legal practice, including the Legal Profession Uniform Law Act and Australian Solicitor's Conduct Rules.
- Participate in opportunities provided to undertake ongoing professional development through quality supervision, training, development, and coaching.
- Maintain all administrative aspects of the role in accordance with the funding requirements including GCLS quality plan, targets, and legislative requirements.
- Build and maintain effective relationships including liaison, negotiation, and consultation with key stakeholders.
- Ensure compliance with all agency and program specific policies, procedures, and audit requirements.
- Effectively engage with clients to provide effective and supportive services, including outreach to communities.
- Contribute to the maintenance of program standards in line with the quality assurance framework, legal frameworks.
- Maintain relevant and current knowledge of legal services, community issues and case law.
- Participate as an active member in team meetings, performance planning reviews, individual supervision of work plans and practices, and court user forums.
- Undertake promotion of the program via demonstrating quality outcomes to the courts and relevant stakeholders.
- May be required to engage in specific project work (for example bushfire recovery, mental health legal work or other law reform projects) which may include outreach to communities, for the purpose of community engagement and delivery of community legal education.
- Other duties as required and directed by the supervising lawyers or Senior Management.
- Effectively manage crisis situations, effectively managing time and priorities.
- Ability to demonstrate flexibility in approach to case work and broader responsibilities.

General

- Ensure familiarity and compliance with all governance, policies and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops and conferences, as required.
- Ensure privacy and confidentiality is upheld at all times.
- Professionally represent AV and our services at forums, meetings and training with external agencies.

- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and utilise new ways of working to enhance collaboration, effectiveness and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

Where required the position may need to provide flexibility to perform work outside of standard office hours in order to service the needs of the client or attend community events with approval from line management.

Our Commitment to Health, Safety & Wellbeing

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

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQ+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to ensure that all allegations of suspected child abuse and child safety concerns are taken seriously and dealt with in accordance with the law, legal professional obligations, policies, and procedures.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check,

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.