



Position Description

Position Title	Disaster Justice Solicitor
Directorate	Community and Wellbeing Services
Reports to	Principal Solicitor
Date of Job Description	7/03/2024
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Part-Time or Full Time Fixed Term Contract
Salary	This position is classified as Band 6 – Specialist Staff, with a salary range of \$88,378 - \$105,047, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a part time or full time position. Work outside normal office hours may be required.

Position Objectives

The Mallee Family Care Community Legal Centre (MFC CLC) is seeking an experienced Disaster Justice Solicitor to join their dynamic Legal Team focusing on access to justice issues, social justice and human rights issues. The MFC CLC is delivered to the Northern and Southern Mallee of Victoria and South West New South Wales. The generalist service offers free, confidential legal advice, information, referral and casework on a range of legal issues to support those most vulnerable in our community. The CLC also provides community legal education and engages in law reform activities.

The Service adopts an Integrated Service model, with collaboration required with other professional staff and service providers to best meet client need. In particular, the CLC provides a specialist approach to supporting families in our Health Justice Partnership (HJP) program. The HJP program is a multidisciplinary team (law, social work, mental health and financial counselling) that provides a range of innovative services in the Mallee communities and works in partnership with other agencies.

The HJP aims to provide integrated services that address the needs of some of the most vulnerable members of our community, with a particular focus on victim survivors who have experienced, or are experiencing, family violence, those with mental health issues and priority cohort groups.

The MFC CLC additionally offers a Victims Legal service (VLS) and Family Advocacy Support Service (FASS) and an Intervention Order Support Service (IOSS).

The Disaster Justice Solicitor will work closely as part of the disaster response programs of MFC.

Key Responsibilities & Duties	Performance Expectations
<p>To provide a high quality, free and accessible disaster response and recovery legal service in the Mallee region which will empower and support communities in the resolution of legal problems and stimulate a clearer understanding of the legal system.</p>	<p>Provide free legal advice and/or assistance as directed by the principal Solicitor to communities and individuals affected by disasters.</p> <p>Work together with the team, including non-legal team members, to ensure vulnerable and disadvantaged clients residing in disaster impacted communities receive legal information and advice and are linked to other services where necessary.</p>
<p>As part of the MFC CLC team provide legal advice and case work including face to face client appointments, online and telephone appointments as per the policies and guidelines of the MFC CLC. This includes assisting with demand management of legal intakes.</p>	<p>Meet the client targets as per the CLSP Plan and assist with additional generalist work as required and monitored by the Principal Solicitor and Manager.</p>
<p>Collect data and prepare reports in accordance with the requirement of Mallee Family Care and the program funding body, using the MFC CLC Data collection Program (CLASS).</p>	<p>Data collection and maintenance of client advices and client files as per program requirements and CLASS needs. Data is completed in a timely manner with typed file notes.</p>
<p>Ensure case practice and compliance with professional and ethical standards in accordance with the provisions of the Legal Profession Uniform Law as amended.</p>	<p>Casework file maintenance in line with program standards, casework guidelines and program manual requirements as monitored by the Principal Solicitor and Manager.</p>
<p>To use community legal education to give the people of the Mallee region and surrounding areas a better understanding of the role of the MFC CLC and of the legal issues that are important to them.</p>	<p>Develop and deliver (jointly) with other Recovery Program staff relevant legal education sessions as required for making the law 'accessible'.</p>
<p>To promote and deliver services of the MFC CLC to the isolated and remote areas of the region.</p>	<p>To provide legal services to outreach locations to continue to develop community networks for the service to remain up to date with legal needs issues.</p>

Work as a team member in a community-based organisation and to exercise high levels of independence and organisational autonomy.	Attend team meetings and casework meetings. Present to the team regarding Professional Development sessions attended.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- A person employed at this level will be expected to have experience with an unrestricted Practising Certificate.
- Admission as a legal practitioner in Victoria, with at least (2) two years Post Admission Experience.
- Demonstrated experience in working to support those affected by disasters to access legal assistance and an understanding of emergency management and the broader support services system.
- A current driver's licence and a willingness to travel and preparedness to be accommodated overnight when required.

Key Selection Criteria:

Applicants are invited to submit their application addressing the following selection criteria:

- Strong commitment to social justice principles including the promotion and protection of the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities and to promote respect for their inherent dignity.
- Experience and ability to provide a range of legal services, including but not limited to areas of law such as: Credit and Debt matters, insurance matters, Family Law, Civil Law, Welfare Rights, Mental Health, and Family Violence.
- Demonstrated experience providing legal advice and representation to highly vulnerable individuals in the community.
- Well-developed legal casework, advocacy, and negotiation skills.
- Knowledge of professional practice requirements as they relate to operations of a legal service.
- Excellent interpersonal & verbal communication skills including the ability to communicate sensitively with clients and other people from diverse backgrounds.
- Demonstrated experience in working as a team player to accomplish common goals
- Excellent written skills, including ability to convey information in simple English.
- Highly developed organisational skills to identify priorities, manage workload, maintain records and experience in electronic client management data entry.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver’s Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment