



**Position Description**

<b>Position Title</b>	Solicitor – Victims Legal Service
<b>Directorate</b>	Community and Wellbeing Services
<b>Reports to</b>	Principal Solicitor
<b>Date of Job Description</b>	26/09/2024
<b>Conditions</b>	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
<b>Employment Status</b>	Full-Time Ongoing, Subject to Funding
<b>Salary</b>	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
<b>Hours of Work</b>	This is a full time position. Work outside normal office hours may be required.

**Position Objectives**

The Mallee Family Care Community Legal Centre is seeking an experienced Solicitor to join their dynamic Legal Team focusing on access to justice issues, social justice and human rights. The MFC CLC is delivered to the Northern and Southern Mallee of Victoria, South West New South Wales and more recently in Far 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 Mallee 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 women who have experienced, or are experiencing, family violence, those with mental health issues and priority cohort groups.

The Victims Legal Service provides free legal advice and support to people who have suffered injury or loss because of a crime and need help to:

- get financial assistance through the Victims of Crime Financial Assistance Scheme
- get compensation from the person who committed the crime.

The Victims Legal Service is being delivered in partnership by Victoria Legal Aid, Community Legal Centres and Aboriginal Legal Services.

<b>Key Responsibilities &amp; Duties</b>	<b>Performance Expectations</b>
To provide victims of crime with trauma-informed, specialised legal advice and assistance related to state-funded Financial Assistance Scheme (FAS) and Restitution and Compensation Order (RACO) matters.	Provide high quality, trauma informed legal casework at appointments, including outreach locations. Maintain individual caseload as required and directed by Principal Solicitor.
To ensure victims of crime understand their rights, entitlements and available supports regarding state funded financial assistance and restitution and compensation from the offender.	Assist with the development of internal legal resources specific to the Financial Assistance Scheme. Monitor Victims Legal Service data and trends for reporting purposes.
Collect data in accordance with the requirement of Mallee Family Care and the program funding body, using the MFC CLC Data collection Program (CLASS).	Work together with the team, including non-legal team members, to ensure vulnerable and disadvantaged clients receive legal information and advice and are linked to other services where necessary.
Contribute to reporting requirements of the MFC CLC.	Provide case studies upon request and written reports to assist with the requirements of the program.
Assist with generalist/other legal matters as part of the wider MFC CLC team.	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>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>Understand and support all duties of service delivery and legal professional requirements. Contribute to team processes and systems to ensure compliance to operating an effective legal practice.</p>
<p>Contribute to policy/systemic impact work as directed.</p>	<p>Keep evidence of reports written or projects undertaken, input provided and documented. Collaborate and contribute to law reform. Act on 'special projects' identified for the CLC team such as archive management, sector developments and accreditation improvements.</p>
<p>To participate in supervision.</p>	<p>As per Mallee Family Care Supervision Policy.</p>
<p>To be compliant with MFC E Learning courses.</p>	<p>Completing compulsory allocated courses each quarter.</p>
<p>To undertake other duties as may reasonably be required.</p>	<p>Undertaking other duties required by your Line Manager.</p>

**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 (3) three years Post Admission Experience.
- 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, Family Law, Civil Law, Welfare Rights, Mental Health, child protection 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 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 client management data entry.
- Demonstrated experience and high-level knowledge of the welfare and/or disability sector/s with understanding of what makes people vulnerable.

## **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