

Lawyer – Unrestricted Level 5

Reports to	Principal Lawyer
Direct Reports	Lawyers, Paralegals, Advocates, Legal Administration, Secondees, Volunteers
Classification	Level 5 Social, Community, Home Care and Disability Services Industry Award 2010.
Salary Range	\$88,764 to \$92,781 (pro rata)
Hours	Up to 37.5 hours week

Organisation Overview

T.H.E Community Legal Centre Inc. trading as Circle Green Community Legal (**Circle Green**) is a community legal centre providing workplace, tenancy, humanitarian, and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Position Objective

Lawyer (unrestricted) required to provide comprehensive legal advice, further assistance, representation community legal education and training, and law reform under the supervision of the Principal Lawyer. The Lawyer (unrestricted) will also be involved in the direct supervision and management of Lawyers (restricted), paralegals, advocates, secondees and volunteers.

Responsibilities

Legal Supervision

- Support the supervision and training of restricted Lawyers (level 4), paralegals, advocates, secondees and volunteers.
- Supervise the Intake and Triage teams on rotation with other Lawyers.
- Review triage, overview new client assessments, monitor client intake process
- Participate in regular file review meetings for legal and migration agent staff.
- Provide regular reports to the Principal Lawyer regarding caseload and matter types.
- Ensure compliance with professional indemnity obligations.

Client Work

- Provide legal advice, information, referral, and procedural support to clients.
- Provide further assistance to clients in compliance with casework guidelines and policies.
- May be an ongoing point of contact and liaison for existing clients, providing information, and assisting with arrangements for further service delivery in consultation with the Principal Lawyer.
- Work with interpreters as needed.
- Provide duty lawyer services.

- Conduct regular file reviews (at least monthly).
- Research legal problems and options.
- Assist as required in the conduct of test cases.
- Prepare files for closing.

Strategic Legal Review and Advocacy

- Ensure appropriate compliance of guidelines and policies.
- Identify future legal needs of clients and potential clients.
- Supervised by Principal Lawyer, contribute to law reform and policy change.
- Monitor compliance with all funding requirements in conjunction with the Principal Lawyer.
- Liaise with Community Legal Centres and other organisations providing complementary services.

Community Legal Education

- Develop and promote community legal education initiatives in area of law.
- Facilitate and present community legal education courses.
- Develop specialised legal resources, including factsheets.

Team Responsibilities

- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green Community Legal team meetings and planning and review activities.
- Carry out other duties, consistent with the role, as directed by the Principal Lawyer.

Selection Criteria

Qualifications

- Law degree.
- Admitted as a legal practitioner in the Supreme Court of Western Australia and hold an unrestricted WA practising certificate.

Essential Skills and Experience

- Excellent written and oral communication skills, with the ability to understand and convey complex concepts to people from diverse social, cultural, and linguistic backgrounds.
- Experience in Family Law and Family Court.
- Ability to effectively manage a high work and diverse workload.
- Supervisory experience.
- Ability to work independently with minimal supervision and be an effective team member.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- Proficient computer skills.
- A demonstrated commitment to human rights and social justice issues.

Desirable Skills and Experience

- Experience in migration law.

Successful applicants will also need a current full Australian Driver's Licence, Working with Children Check and a satisfactory National Police Clearance.

Application Process

To apply, please submit a copy of your current resume and a cover letter which addresses the selection criteria and your suitability for the role. Applications that do not address the selection criteria may not be considered.

Interviews may commence prior to the closing date, and an appointment be made, so early applications are encouraged.

If you have any questions about the position, please email HR Officer, Gelene Rescober at hr@circlegreen.org.au or call 08 6148 3632.