

Lawyer – Level 5

Organisation Overview

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

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Values



Role Contribution

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

The Lawyer will work closely with the supervising lawyers and other team members delivering legal and support services to provide clients with trauma-informed, effective, and streamlined services. A client-centred approach and a commitment to ensuring high-quality services are provided to vulnerable people are essential.

Key relationships

- Reporting to the Principal Lawyer.
- Working with Circle Green lawyers, client services coordinators, advocates, administration staff and central support functions.

Key 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 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.

Circle Green 
Community Legal
Selection Criteria

Qualifications

- Law degree.
- Admitted, or eligible for admission, as a legal practitioner in the Supreme Court of Western Australia and eligible to hold an unrestricted WA practising certificate.

Skills and Experience

- Excellent written and verbal communication skills, with the ability to understand and convey complex details to people from diverse social, cultural and linguistic backgrounds.
- Ability to effectively time manage a high and diverse workload.
- Ability to work with supervision and be an effective team member.
- Experience in supervising junior lawyers, law graduates, paralegals, students and volunteers in the delivery of legal services.
- Demonstrated problem solving, negotiation and conflict resolution skills.
- A demonstrated commitment to human rights and social justice issues.

Desirable

- Experience in relevant area of law.