

## Advocate

### 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

Advocates may deliver high-quality supervised legal advice to clients, and work with them to understand their legal issues and rights. Advocates will work closely with the supervising lawyers and other team members delivering legal and support services, including cultural support, to provide clients with trauma-informed, effective, and streamlined services.

Advocates may be an ongoing point of contact and liaison for existing clients, providing information, further advice, and assisting with arrangements for further service delivery.

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 Advice and Research

- Provide supervised legal advice, information, referrals, and procedural support to clients.
- Identify and offer eligible clients further legal assistance.
- Maintain up-to-date, accurate and comprehensive client records and statistics.
- Assist lawyers with legal research, further assistance appointments, casework, and law reform.
- Where directed or approved by the Principal Lawyer, assist clients to prepare and lodge correspondence, forms, and legal documents.
- Assist clients with complex needs or significant legal issues to complete Circle Green's client intake process.
- Supervise students and volunteers when requested.
- Assist with general administration relating to client work and research.

### Community Legal Education

- Contribute to the development and promotion of community legal education initiatives.
- Facilitate and present community legal education courses.
- Contribute to the development of specialised community legal education resources.

### Administration and Reporting

- Assist in preparing both internal and external reports.
- Maintain client records and client data bases as required.
- Assist in tasks shared by all staff.
- Assist in training of new staff and volunteers when required.

### Team Responsibilities

- Follow Circle Green policies and procedures, and act in accordance with the organisation's mission and values.
- Participate in Circle Green team meetings, planning, and review activities.
- Willingness and ability to travel to regional, rural and remote areas of Western Australia to provide outreach services.
- Carry out other duties, consistent with the role, as directed by the Principal Lawyer.

## **Selection Criteria**

### Experience

- Demonstrated commitment human rights and social justice issues.
- Demonstrated capacity to interpret and apply legislation.
- Genuine interest in relevant area of law.

### Skills

- Excellent written and verbal communication skills, with the ability to understand and convey complex details to people from diverse social, cultural, and linguistic backgrounds.

# Circle Green

## Community Legal

- Good research, problem solving and analytical skills to identify issues and possible solutions based on relevant information.
- Demonstrated ability to work both independently and as a collaborative and supportive team member.
- Well-developed interpersonal skills, including conflict resolution skills, including the ability to provide appropriate and responsive support to clients.
- Strong organisational skills with proven ability to prioritise work activities and deliver quality outputs to tight timeframes.

### Desirable

- Working towards or recently completed Law Degree.