



**Gosnells Community Legal Centre**

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**POSITION DESCRIPTION**

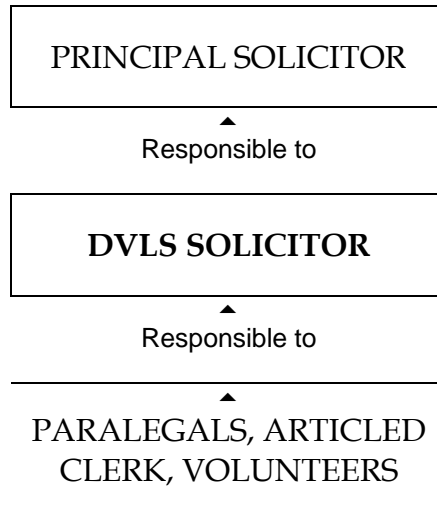
**DOMESTIC VIOLENCE LEGAL SERVICE SOLICITOR**

**May 2017**

## POSITION DESCRIPTION

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|--|---|
| <b>ORGANISATION</b><br>Gosnells Community Legal Centre Inc   | <b>TITLE</b><br>Domestic Violence Legal Service Solicitor (DVLS Solicitor)  |
| <b>SALARY AGREEMENT/AWARD</b><br>Social, Community, Homecare and Disability Services Industry Award 2010 | <b>CLASSIFICATION &amp; SALARY</b><br>Level 7 SACS Award (Unrestricted) from \$79,189 to \$82,504 per annum (pro rata)<br><br>Level 6 (Restricted) from \$73,710 to \$76,966 per annum (pro rata) |
| <b>STATUS</b>  | 30 Hours ( 4 days) per week<br>3 year contract subject to funding   |

### REPORTING RELATIONSHIPS



### JOB PURPOSE

- To provide a community law service (advice, ongoing casework, education and law reform) to persons experiencing family and domestic violence and their dependants;
- To assist the principal Solicitor in providing supervision and support to other GCLC workers including paralegals and volunteers;
- To work collaboratively with other GCLC workers to achieve GCLC's stated aims and purposes.

## CONTEXT AND SCOPE

Gosnells Community Legal Centre Inc is a not-for-profit community based legal and advocacy centre providing services to disadvantaged persons residing in the southeast metropolitan corridor (principally from the City of Canning through to Serpentine/Jarrahdale).

Intrinsic to GCLC work is the promotion of human rights and equality of access to social justice. GCLC recognises that not all members of the community have equal access to or ability to participate in the legal system. GCLC acknowledges that casework assistance alone will not address the systemic injustices that exist within society nor provide sustainable outcomes for the broader community. Consequently GCLC is actively engaged in community legal education, community development and law and social policy reforms. These strategies form a significant element of GCLC's strategic direction and are fundamental to GCLC achieving its goals and mission.

GCLC receives funding from a variety of sources including Commonwealth Attorney General's Department, State Government's Community Legal Services Program, Department of Commerce, Department of Local Government and Communities and the Law Society of WA's Public Purposes Trust. This funding is to resource GCLC to provide information, referral, advice, advocacy, some court representation, community legal education and policy and law reform activities in various areas of law, including;

- Child Support
- Family Law
- Domestic Violence
- Criminal Injuries Compensation
- Tenancy
- Volunteer legal service (evenings)

Other Services provided are:

- Financial Counselling
- Family Dispute Resolution ( for parenting disputes)
- Neighbourhood mediation

## ROLE & OUTCOMES

### 1. LEGAL PRACTICE

- 1.1 To work with the Principal Solicitor to ensure that all legal work undertaken by GCLC complies with the requirements of the Legal Practitioners Act, Legal Practice Rules, Professional Indemnity Insurance requirements and GCLC's policies and practice standards;
- 1.2 Provide advice, supervision and support to other GCLC solicitors, articled clerks, paralegals and volunteers;

### 2. SERVICE DELIVERY

- 2.1 In accordance with GCLC's strategic and operational plans, provide advice, referrals, casework assistance, law reform and community legal education in relation to family and domestic violence and associated areas of law;

### 3. COMMUNITY DEVELOPMENT, NETWORKING AND LAW REFORM

- 3.1 Maintain and facilitate GCLC's role within the community;
- 3.2 Maintain and enhance GCLC's public profile, in conjunction with other workers, through the preparation of media releases and articles, presentation at meetings, seminars and conferences, and represent GCLC in public forums;

3.3 Represent GCLC in dealings with State and Federal Governments, community and professional organisations and other organisations where appropriate;

3.4 Assist in GCLC's publications activities, including the preparation of kits, books, submissions, reports, newsletters and other publications;

#### **4. GENERAL**

4.1 Provide learning opportunities and training to paid and volunteer workers;

4.2 Participate in professional development opportunities;

4.3 Participate in the development and review of GCLC's strategic plan and work in accordance with work plan;

4.4 Participate in staff meetings and other meetings as required;

4.5 Communicate with and inform other staff in relation to developments in their areas of work and the operation of the organisation both internally and externally.

4.6 Maintain statistics and other records as required by funding bodies and GCLC;

4.7 Other duties as required by the Manager and Principal Solicitor from time to time.

### **SELECTION CRITERIA**

#### **ESSENTIAL**

##### **Relevant Skills and Abilities:**

1. Hold or be eligible for an unrestricted legal practice certificate in Western Australia,  
OR  
Hold or be eligible to hold a restricted legal practice certificate in Western Australia.
2. A good understanding of Family and Domestic Violence and associated areas of law.
3. Knowledge of and commitment to Human Rights and Social Justice.
4. Demonstrated experience in the provision of legal advice and in the conduct of legal casework and advocacy.
5. Well developed written and verbal communication skills.
6. Word processing skills.
7. Well developed interpersonal skills including the ability to communicate sensitively and effectively with clients and other persons from diverse backgrounds.
8. Well developed organisational skills – in particular the ability to effectively prioritise a varied and heavy workload and the ability to respond appropriately to urgent matters.
9. Demonstrated ability to work effectively within a small team.
10. Demonstrated ability to work with minimal supervision, including a commitment to working within GCLC's policies and procedures.

#### **DESIRABLE CRITERIA**

1. Knowledge and understanding of Community Legal Centres
2. Experience in working in a community based organisation
3. Experience in working collaboratively with other service providers and networks
4. Current driver's licence and access to own vehicle

## **NOTICE TO APPLICANTS**

Only applications that address the selection criteria will be considered.

In responding to the selection criteria, Applicants should have consideration to the context and scope of the position. Responses to the selection criteria should be relevant to the context and scope of this role and Organisation to demonstrate appropriate skill levels and knowledge.

Please provide a resume and include details of two contactable referees.

Applications to be sent by email to [patrick@gosclc.com.au](mailto:patrick@gosclc.com.au)

Applications close **9 June 2017**