

POSITION DESCRIPTION: LGBTIQ Outreach Lawyer

Job title	LGBTIQ Outreach Lawyer (12 month contract)
Purpose	To provide accessible legal referral, advice and casework assistance to the LGBTIQ community in Victoria, in particular by way of outreach programs to the trans and gender diverse community.
Contract term	12 months, part time – three days/week, 7.6 hours/day Option to extend for a further 12 months, contingent on funding
Reports to	Executive Officer & Principal Lawyer, St Kilda Legal Service
Key responsibilities	<ul style="list-style-type: none"> • To provide an accessible and appropriate outreach legal service to queer and gender diverse people experiencing legal issues, with a particular emphasis on assisting trans and gender diverse clients. The provision of this legal service includes giving of advice, referrals, court advocacy and legal casework in areas including criminal law, administrative law, discrimination and employment, civil matters such as debts, fines, and VOCAT. • Working collaboratively SKLS and outreach partner workers on law reform, policy and community development activities. • Liaising with other outreach partner and SKLS staff, with respect to cross referrals of clients and collaborative casework. • File administration, including conduct of regular file reviews. • Supervision of volunteer students and lawyers, in collaboration with the Executive Officer & Principal Lawyer, as directed. • Other duties as directed.
General duties	<ul style="list-style-type: none"> • Work cooperatively with all SKLS and partner organisation workers to advance SKLS and strengthen the service delivery model. • Participate effectively in organisational strategic planning initiatives, policy & procedure development, and projects to advance SKLS.

	<ul style="list-style-type: none"> • Develop and strengthen networks, engage the support and involvement of a range of individuals and organisations. • Participate in meetings (internal and external) as required.
<p>Key Selection Criteria – Mandatory Skills and Experience</p>	<ol style="list-style-type: none"> 1. A good understanding of the social and legal issues affecting people who identify as LGBTIQ, including issues arising out of family violence and caused by relationship breakdown. 2. Current legal practising certificate and at least 1 year post admission experience in the areas of criminal law, family law, administrative law and/or civil litigation in Victoria. Preference will be given to those who can demonstrate experience running a generalist practice encompassing two or more of these practice areas. 3. Proven experience independently conducting legal casework (family, criminal, or family), from commencement to conclusion, and experience of having carriage of litigious matters in various jurisdictions, or the proven ability to quickly learn these skills across a number of practice areas. 4. Ability to work with minimal supervision, particularly in an outreach location, managing competing demands. 5. Proven experience in balancing a high volume caseload coupled with strong administrative and organisational skills. 6. Experience working with vulnerable clients including clients who identify as LGBTIQ, people living with HIV, those from a culturally and linguistically diverse background, suffering from mental illness, substance abuse issues, and/or people experiencing or at risk of homeless. 7. Well-developed ability to communicate complex legal information simply and effectively, both in written form and via presentation to clients with limited literacy, and/or who are experiencing trauma. 8. Demonstrated ability to work in a team and independently.
<p>Key Selection Criteria – Desirable Skills and Experience</p>	<ol style="list-style-type: none"> 1. Immigration law practice experience and qualification as a migration agent would be considered favourably, although not essential. 2. Demonstrated commitment to social justice. 3. A commitment to taking a multi-disciplinary approach to legal casework and working in a community development framework.

	<p>4. Experience working with and managing volunteers.</p> <p>5. Prior experience of legal practice in a community legal centre or legal aid context.</p>
<p>Salary</p>	<p>Social Community Home Care & Disability Services (SCHCADS) Award 2010 Level 4-5 (salary packaging of \$15,900 available, annual leave loading of 17.5% and bonus leave between Christmas Day and New Years' Day (inclusive))</p>