



Free legal advice | Law reform | Community legal education | Community development | Outreach lawyers

POSITION DESCRIPTION: Community Outreach Lawyer (part-time)

Philosophy of St Kilda Legal Service

St. Kilda Legal Service (SKLS) was established in 1973 and provides legal advice, referral and casework services to the local community. SKLS is committed to undertaking community legal education, policy development and advocating for law reform as a core function and an integral part of the Legal Service's activities and recognises that this work complements the legal casework undertaken. Our philosophy is one of empowerment and access to justice particularly for the most vulnerable and disadvantaged in the community.

We are committed to assisting low-income earners and other disadvantaged members of the community, such as those experiencing family and domestic violence, homelessness or disability, people from non-English speaking backgrounds and young people.

We are co-located with the Port Phillip Community Group, an organisation that provides information/support, financial counselling and a neighbourhood program. All Legal Service staff work collaboratively with the staff of the Community Group, particularly with the day-to-day operations of the St. Kilda Community Centre.

Job title	Community Outreach Lawyer (12 month contract)
Purpose	To provide an accessible and holistic legal service for individuals experiencing disadvantage by way of regular, targeted legal outreach services located at partner community support services in the local area.
Scope	<p>The Community Outreach Lawyer (COL) is responsible for providing legal assistance to individuals experiencing disadvantage through an accessible legal outreach services located at local community support services within our catchment. The role is targeted at assisting individuals who have legal issues related to drug or alcohol use, homelessness, street sex work, mental health issues and/or an acquired brain injury.</p> <p>The Community Outreach Lawyer provides legal advice and referral, and casework assistance through these outreach services, as well as advocacy and some court representation for the target group as required.</p> <p>The Community Outreach Program also aims to raise awareness of legal issues through community legal education and training for community workers and the broader community, as well as through initiating relevant law reform, policy and community development activities.</p>
Contract term	12 months – two-three days/week, 7.6 hours/day
Reports to	Executive Officer & Principal Lawyer

St Kilda Legal Service Inc ABN 83519 420 198 St Kilda Community Centre, 161 Chapel St, St Kilda 3182

T: (03) 8598 6635 F:(03) 9525 5704 e: info@skls.org.au www.skls.org.au

Donations over \$2 are tax deductible



Free legal advice | Law reform | Community legal education | Community development | Outreach lawyers

<p>Key responsibilities</p>	<ul style="list-style-type: none"> • Providing a flexible outreach legal service, giving appropriate, timely and targeted advice, referral, advocacy and casework assistance to clients in the target group within the catchment area. • Court and Tribunal appearance work, as required. • Provision of legal advice to local community workers as required. • Developing and delivering community legal education sessions to client and worker groups, in collaboration with the Community Legal Education (CLE) and Law Reform Lawyer. • Working collaboratively with other SKLS staff, in particular the CLE and Law Reform Lawyer, on law reform, policy and community development activities. This includes the identification of test cases, law reform and/or policy issues that may advance access to justice for the target client group. • Liaising with other SKLS staff with respect to cross referrals of clients and collaborative casework. • Participation in relevant reference/ advisory groups or networks. • File administration, including conduct of regular file reviews. • Supervision of volunteer students and lawyers, in collaboration with the Principal Lawyer, as directed. • Drafting reports on casework activity to the SKLS board, funders and other entities as directed (including collating and analysing statistics). • Coverage of other legal clinics as directed and when required. • Other duties as directed by the Principal Lawyer.
<p>General duties</p>	<ul style="list-style-type: none"> • Commitment to the mission and philosophy of St Kilda Legal Service. • Work cooperatively with all staff members to advance the organisation and strengthen the service delivery model. • Participate effectively in organisational strategic planning initiatives, policy & procedure development, and projects to advance St Kilda Legal. • Develop and strengthen networks, engage the support and involvement of a range of individuals and organisations. • Adhere to all SKLS policies and procedures. • Participate in meetings (internal and external) as required.



Free legal advice | Law reform | Community legal education | Community development | Outreach lawyers

<p>Key Selection Criteria – Mandatory Skills and Experience</p>	<ol style="list-style-type: none"> 1. Current legal practising certificate and at least 2 years post admission experience, with proven experience in the conduct of summary crime casework from commencement to conclusion. 2. Familiarity with legal issues affecting the target client group, and proven casework experience in a number of the following areas of law: <ul style="list-style-type: none"> Criminal (summary) Family Violence Debt Victims of Crime Discrimination Infringements Social Security Guardianship/administration 3. Experience as a solicitor advocate in the Magistrates’ Court and at VCAT in relevant areas such as: criminal law (mainly summary offences), infringements, guardianship/administration and VOCAT. 4. Good understanding of issues arising for individuals experiencing drug and alcohol use and/or living with a mental health illness, and an ability to work within a harm minimisation framework. 5. Demonstrated capacity to work with clients who have complex needs, are vulnerable and who may lead chaotic lifestyles. 6. Ability to work with minimal supervision, particularly in outreach locations, manage competing demands and work within a small staff team and with volunteers. 7. Demonstrated ability to communicate effectively (both oral and written) with target clients and key stakeholders including police, health and welfare service providers, in providing legal services and legal education programs in non-conventional settings. 8. Proven experience in balancing a high volume caseload coupled with strong administrative, organisational and IT skills.
<p>Key Selection Criteria – Desirable Skills and Experience</p>	<ol style="list-style-type: none"> 1. Familiarity with Community Legal Centres (CLCs), their functions, and a commitment to social justice. 2. A good understanding of the specific social and legal issue that impact that on clients who are street sex workers and sex workers in brothels, homeless people, clients from the LGBTIQ community, Aboriginal & Torres Strait Islander communities and people living with drug and alcohol addiction and/or a mental illness.



Free legal advice | Law reform | Community legal education | Community development | Outreach lawyers

	<ol style="list-style-type: none"> 3. A commitment to taking a multi-disciplinary approach to legal casework and working in a community development framework. 4. Knowledge of community agencies, organisations and services, particularly within the City of Port Phillip, as well as good networking skills. 5. Current Driver's licence and access to a vehicle.
Salary & conditions	<p>Social Community Home Care & Disability Services (SCHCADS) Award 2010 Level 5.</p> <p>Generous salary packaging of \$15,900 available, together with annual leave loading, bonus leave over Christmas to New Years, and the option for flexible work arrangements.</p>