

WESTERN COMMUNITY LEGAL CENTRE LTD

Tenancy Lawyer Position Description

Job Title	Tenancy Lawyer
Purpose	To deliver casework services in the area of housing and accommodation law to vulnerable tenants, including advice, negotiation, and representation.
Reports to	<ul style="list-style-type: none"> • Tenancy Program Practice Manager (for direct supervision, logistics of service delivery of program) • Principal Lawyer
Scope	The lawyer will join the tenancy legal team to undertake work that will improve the lives of vulnerable tenants and help them to engage their tenancy rights. The lawyer will be primarily based at the Werribee office but will be required to operate tenancy clinics at the Werribee and Footscray offices and outreach locations in the city. They will also be required to work at VCAT for attendances in the CBD and Sunshine as the need arises.
Key Responsibilities	<ul style="list-style-type: none"> • Delivery of housing and accommodation legal services for vulnerable tenants including conducting tenancy advice clinics at our Werribee, Footscray offices and outreach locations (including the city), and performing casework in accordance with internal guidelines (including negotiating with landlords and real estate agents on behalf of clients, and appearances at VCAT); • Referring internally and externally to other areas of WEstjustice and other relevant service providers to support a holistic practice; • Contributing to policy development, including preparation of case studies and collecting client data; • Other related work as directed.
Key Selection Criteria	<ul style="list-style-type: none"> • Be eligible to practice as a lawyer in the State of Victoria; • Well developed ability to communicate complex legal information simply and effectively, both in written form and via presentation to a culturally and linguistically diverse client base; • Demonstrated ability to work as part of a small team, as well as working autonomously; • Ability to quickly gain knowledge and competency in a new and sometimes complex area of law in order to provide legal advice; • Ability to manage external stakeholder relationships independently while also proactively and responsively communicating with Supervisors.
Desirable skills and competencies	<ul style="list-style-type: none"> • Prior experience of legal practice in a community legal centre or legal aid context; • Prior experience delivering tenancy legal advice and/or conducting casework files; • Prior experience in VCAT representation; • Demonstrated capacity to work with clients who are disadvantaged and

	<p>vulnerable including those who are from culturally and linguistically diverse backgrounds;</p> <ul style="list-style-type: none">• Prior experience in delivering legal or other services in an outreach or clinic context;• Capacity to think and act strategically to achieve the aims of WEstjustice.
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Last Reviewed: 7 November 2019