

WEstjustice

Job Title	Family Lawyer
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Legal Director, Family Violence & Family Law (oversees program) Program Manager, Family Violence (direct line manager)
Term	See Contract
Scope	You will be assigned to the Family Violence & Family Law Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.
Key Responsibilities/Expectations	
	<ul style="list-style-type: none"> • Operate a weekly family law clinic and conduct relevant family law casework, under supervision • Represent family violence intervention order clients at Sunshine Magistrates Court or Werribee Magistrates Court on a weekly basis as part of the duty lawyer program • Collect and analyse data obtained through the family law clinic • Supervise, delegate and review work completed by Victoria University law students on placement • Compliance with WEstjustice's policies, risk management processes and best practice guidelines • Contribute to team processes and systems to ensure we are running an effective legal practice • Contribute to internal WEstjustice working groups and external networks and steering committees • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalized groups • • Contribute to policy/systemic impact work as directed (which may include maintaining statistics and project reporting requirements) • Contribute to broader monitoring and evaluation work where appropriate • Contribute to the implementation of the WEstjustice Strategy 2020-2023 and the Impact Areas 2020-2023 • Other relevant work as directed
Qualifications & Skills	
Key Selection Criteria	Mandatory <ol style="list-style-type: none"> 1. A degree in law, and eligible for admission to practice 2. Prior experience providing family law and family violence advice to clients 3. Ability to listen to, engage with, and provide holistic legal assistance to vulnerable or disadvantaged clients 4. Strong commitment to social justice, including a demonstrated

	<p>understanding of the social context of law, family violence and the issues faced by vulnerable communities and the ability to contribute to WEStjustice’s systemic impact work</p> <ol style="list-style-type: none"> 5. Demonstrated ability to work effectively with a range internal and external stakeholders 6. Ability to work under the direction of senior employees, including highly developed organisational and administration skills 7. Ability to supervise the work of volunteers and students 8. Ability to undertake community legal education work under direction. 9. Excellent written and oral communication skills 10. Understanding of and commitment to WEStjustice’s Vision, Purpose, Strategic Plan and Impact Areas <p>Desirable</p> <ol style="list-style-type: none"> 1. Prior experience as a family violence duty lawyer with a focus on assisting victim-survivors 2. At least six months prior experience as a lawyer
--	--

*Last Reviewed: May 2020
Next Review: May 2021*