



<b>USE OF POSITION DESCRIPTION</b>	
1. <b>New appointment to this position; and/or</b> 2. During the position holder's Performance and Development Planning and Review	
<b>POSITION DETAILS</b>	
<b>POSITION TITLE</b>	Lawyer
<b>FULL TIME EQUIVALENT</b>	1.0 FTE
<b>EBA/AWARD CLASSIFICATION AND LEVEL</b>	Not Applicable
<b>REPORTING STRUCTURE</b>	Reports to Principal Legal Officer
<b>POSITION DIMENSIONS (BUDGET)</b>	Not Applicable
<b>PURPOSE - Why does this position exist?</b>	
<p>To provide legal assistance and facilitate access to justice for Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.</p> <p>FVPLS Victoria's legal services include advice, representation and advocacy in the areas of:</p> <ul style="list-style-type: none"> <li>• child protection;</li> <li>• family violence intervention orders;</li> <li>• family law;</li> <li>• victims of crime assistance; and</li> </ul> <p>subject to capacity, other civil matters arising from clients' experience of family violence, such as: police complaints, housing, Centrelink, child support and infringement matters.</p> <p><b>The service model we operate</b></p> <p>FVPLS Victoria operates a culturally safe, trauma informed, holistic and intensive client service model. Clients are assisted by lawyers and paralegal support workers who work together to address the multitude of interrelated legal and non-legal issues clients face, assisting clients to access a variety of legal, social, psychological, cultural, health, financial and other support services.</p> <p>Each FVPLS Victoria Legal Services team works with client in a specified region.</p> <p><i>This is a designated position established as a special measure pursuant to sections 12 and 28 of the Equal Opportunity Act 2010 (Vic). Applications for this position are open to female candidates only. Preference will be given to women of Aboriginal and Torres Strait Islander descent. FVPLS Victoria has been granted an exemption to employ women only in this role pursuant to section 44 of the Sex Discrimination Act 1984 (Cth). (Australian Human Rights Commission, Notice of Grant of a Temporary Exemption, granted on 6 August 2013).</i></p>	
<b>RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Provide high quality legal advice, court advocacy, casework, assistance and referral to Aboriginal victims of family violence and sexual assault in the areas of Family Violence Intervention Orders, Child Protection, Family Law, Victims of Crime Assistance, and other civil matters arising from the experience of family violence and sexual assault.</li> <li>• Provide representation services, in accordance with organisational policies and procedures, to clients including: duty services, dispute resolution, Court /Tribunal advocacy, either by personal appearance or briefing Counsel to appear.</li> <li>• Provide legal advice and appropriate referrals to individuals.</li> <li>• The lawyer will work with clients who have complex needs and have experienced trauma and thus must develop relationships with a broad range of stakeholders, including: Aboriginal cooperatives,</li> </ul>	



## FVPLS VICTORIA POSITION DESCRIPTION

<p>Aboriginal Health Services, family and children's services and other Aboriginal community controlled organisations providing support to victims of family violence and sexual assault; mainstream health, mental health, housing, alcohol and drugs, and counselling services; and police, courts and legal assistance services.</p> <ul style="list-style-type: none"> <li>• Supervision of the legal and non-legal work, and the day to day mentoring &amp; development of, paralegal support workers.</li> <li>• Prepare work plans, statistical analysis and other reports as required</li> <li>• Maintain client files and ensure they comply with FVPLS Victoria's file management policies, processes &amp; procedures.</li> <li>• Conduct regular outreach services across the region, in accordance with annual team/regional work plan, or as required</li> <li>• Develop and maintain relationships with key stakeholders.</li> <li>• Deliver community legal education, training and information to other Aboriginal community organisations and mainstream services.</li> <li>• Support and assist FVPLS Victoria Early Intervention and Prevention programs including presentation at a Sisters Day Out.</li> <li>• Collaborate with Legal Services staff and empower them to deliver high quality services and contribute to the achievement of the Legal Services Team.</li> <li>• Contribute to the ongoing development of Legal Services' policies and procedures, and to FVPLS Victoria's policy work undertaken by the Strategic Support Team.</li> </ul>	
<b>DECISION MAKING AUTHORITY</b>	
Recognise when to involve / escalate issues to the Principal Legal Officer.	
<b>KEY INTERACTIONS</b>	
<p><b>Internal:</b> Colleagues, Senior Lawyers &amp; Principal Legal Officer</p>	<p><b>External:</b> Clients and members of the Aboriginal community, Community Organisations, Government Agencies, Courts, other legal and non-legal Professionals</p>
<b>QUALIFICATIONS</b>	
<p><b>Essential:</b> Eligible to hold a legal practising certificate in Victoria. A degree in law A valid Victorian driver's licence Practical legal experience in family violence related law</p>	<p><b>Desirable:</b></p>



EXPERIENCE & SKILLS	
<p><b>Essential:</b></p> <p>Demonstrated high level oral communication and listening skills with particular capacity to communicate effectively and build strong trusting relationships with Aboriginal people and with clients who have experienced trauma</p> <p>Well-developed written communication skills, commensurate with high quality legal work; and ability to in represent clients in Courts, Tribunals and dispute resolution conferences</p> <p>Demonstrated ability to perform legal casework of a high standard in family violence related areas of law.</p> <p>Demonstrated skills and knowledge of family violence legislation &amp; processes and its impact on community</p> <p>Demonstrated high level interpersonal, liaison, teamwork and collaborative skills</p> <p>Highly developed organisational skills and the ability to work under pressure and manage competing demands</p> <p>Good critical analytical skills in relation to policy and community issues.</p> <p>Ability to train and mentor paralegal support workers, volunteers or other staff</p> <p>Demonstrated ability to work autonomously, and to use initiative to solve problems; awareness of when to escalate legal and non-legal matters to Principal Legal Officer or other manager</p> <p>Excellent stakeholder engagement and relationship management skills.</p>	<p><b>Desirable:</b></p> <p>Experience working with Aboriginal and Torres Strait Islander people or people from CALD backgrounds.</p> <p>Experience in providing legal advice or representation in Family Law or Child Protection matters.</p> <p>Eligible to apply for VLA s.29A panel certification in Child Protection, Family Law or Family Violence; or commitment to work towards certification</p> <p>Knowledge of and commitment to working toward a trauma informed legal practice in the context of family violence and intergenerational and cultural trauma.</p>
TECHNICAL COMPETENCIES	
Intermediate PC skills, including strong familiarity with MS suite of tools.	
GENERIC COMPETENCIES	
<p>Strong analytical and investigative skills.</p> <p>High level of influencing, negotiating and collaborating both internally and externally</p> <p>Excellent verbal and written communication skills.</p>	



Aboriginal Family  
Violence Prevention  
& Legal Service Victoria  
Standing Firm Against  
Family Violence

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