



WOMEN'S LEGAL CENTRE (ACT & REGION) INC.

POSITION DESCRIPTION

POSITION TITLE:	Health Justice Solicitor
REPORTING TO:	Health Justice Managing Solicitor
CLASSIFICATION:	Legal 4-5 (broad-banded)
EMPLOYMENT TYPE:	12 months (Fixed term) Full-time/Part-time

1. THE ORGANISATION

The Women's Legal Centre is a specialist community legal centre. We provide legal assistance to women who would otherwise go without. Our main areas of practice are family law, domestic violence, early intervention Care and Protection work, victims of crime, employment and discrimination.

The Centre provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation and litigation. The Centre provides legal services within a multi-disciplinary and trauma-informed practice model that incorporates a Social Worker to provide wrap-around support to the most vulnerable and at-risk clients.

The multi-disciplinary practice is complemented by the Mulleun Mura Aboriginal and Torres Strait Islander Women's Access to Justice Program. This Program provides case management support and legal advice to Aboriginal and Torres Strait Islander women.

The Centre also provides community legal education and input on law and policy development to build government and community capacity to understand and address discrimination and violence against women.

2. POSITION SUMMARY

The Women's Legal Centre operates two Health Justice Partnerships (HJPs), at Gungahlin Child and Family Centre (GCFC), and Calvary Hospital Maternity Ward. The Health Justice Solicitors work closely together to manage the Health Justice Program, and to staff and coordinate service delivery across the two partnership locations.

Through this project, the Centre and our partners work together to provide safe and confidential legal services to women affected by domestic and family violence, through their engagement with our partners. This project aims to support better health and justice outcomes for women affected by domestic and family violence.

Supported by the Health Justice Managing Solicitor and the Centre's leadership team, this position is responsible for delivering legal services to clients and building the Centre's partnerships with Calvary Hospital and Gungahlin Child and Family Centre through delivering training and other activities. The Health Justice Solicitor is part of the Centre's Family Law Practice and provides legal information, advice and representation to women on issues related to care and protection, separation, care arrangements for children, as well as referral to other specialist services if required.

The Health Justice Solicitor works closely with staff at Gungahlin Child and Family Centre and Calvary Hospital to support partnerships that are deeply embedded within their service and accessible and available to vulnerable clients.

This position is based across Calvary Hospital, the Gungahlin Child and Family Centre and the Women's Legal Centre.

3. KEY RESPONSIBILITIES

1. Legal advice and representation and integrated support

- 1.1. Provide high quality legal advice and representation to clients, including representation in ACT and Commonwealth courts and tribunals.
- 1.2. Maintain accurate client records and data, including client files and CLASS records.
- 1.3. Ensure all legal assistance is provided in line with the Centre Legal Practice Manual and Risk Management Guide.

2. Program development and delivery

- 2.1. Work with the Health Justice Managing Solicitor and our partner organisations to support and develop the partnerships with Calvary and GCFC, including supporting strong internal governance of the partnership, and of the broader Health Justice Program.
- 2.2. Develop and deliver training modules, materials and tools to support the partnership and the visibility of the partnership services within Calvary and GCFC.
- 2.3. Monitor the development, delivery and administration of the partnership and make adjustment to processes and direction to support the aims of the partnership between the Centre, Calvary and GCFC.
- 2.4. Maintain a strong working knowledge of emerging research and practice in the area of HJPs.
- 2.5. Capture and communicate the work of the Health Justice Program through accurate data entry, including qualitative data.

3. Collaborative practice, networks and referral

- 3.1. Develop and maintain strong, creative and flexible relationships with Calvary and GCFC staff.
- 3.2. Work with Calvary and GCFC staff to deliver responsive and integrated services to their clients.
- 3.3. Support collaboration across the HJP sites by developing and maintaining relationships across with staff across multiple sites, and working closely with the Health Justice Managing Solicitor.
- 3.4. Develop relationships across legal, community and health services to support responsive service delivery to clients and appropriate and effective referrals.
- 3.5. Represent the Women's Legal Centre and the partnership in relevant networks and fora in the legal, community or health sector.

4. Administration and accountability

- 4.1. Participate in regular supervision with the Health Justice Managing Solicitor and yearly performance reviews.
- 4.2. Participate in reflective practice and/or, clinical supervision.
- 4.3. Undertake professional development in consultation with the Deputy Principal Solicitor.
- 4.4. Ensure compliance with policies and procedures of the Centre.
- 4.5. Participate in the Centre's planning with staff and Board.
- 4.6. Attend regular staff meetings as required.
- 4.7. Other relevant duties as directed by the Principal Solicitor and the CEO.



WOMEN'S LEGAL CENTRE (ACT & REGION) INC.

POSITION DESCRIPTION

Selection Criteria

Applicants must be admitted to practice/eligible to apply for a Restricted Practising Certificate in the Australian Capital Territory with a minimum of two years' post admission experience and be willing to work flexibly and creatively across three locations and with three professional teams. Applicants must also be eligible for a Working with Vulnerable People Check (ACT).

Essential:

1. Ability and commitment to delivering legal services as part of multidisciplinary teams, including the ability to support strong, collaborative working relationships with people from different professional backgrounds.
2. Demonstrated advice and casework experience in the areas of care and protection, family law and family violence, including experience appearing in the Federal Circuit Court/Family Court, Children's Court and ACT Magistrates Court.
3. Highly developed organisational skills and the ability to manage competing workloads under pressure.
4. Capacity to adopt a trauma-informed approach to service delivery, including the ability to simplify legal jargon and processes for people affected by trauma and dedication to self-care, wellbeing and building personal resilience.
5. Commitment to responding to violence against women, improving women's access to justice and empowering women.

Desirable

1. Experience undertaking community legal education.
2. Experience working with Aboriginal and Torres Strait Islander people, women from diverse backgrounds and vulnerable and at-risk women.