



## #010622 - JOB DESCRIPTION

### Solicitor

<b>Location</b>	Alice Springs
<b>Position Status</b>	Full-time
<b>Hours of Work</b>	Monday to Friday (8.30am – 5:00pm)
<b>Duration</b>	The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding.
<b>Other Conditions</b>	Due to the nature and requirements of this role, applicants are required to be female.
<b>Apply via</b>	<a href="https://applynow.net.au/jobs/010622">https://applynow.net.au/jobs/010622</a>

### Salary and Conditions

- A competitive salary is offered depending on relevant qualifications and experience. Generous salary sacrificing is available.
- The Employer pays superannuation at 12%, four weeks annual leave plus an extra two weeks well-being leave, 12 days personal leave and other leave as per National Employment Standards.
- A supportive workplace dedicated to developing employee wellbeing and resilience.
- Excellent training and Professional Development opportunities.
- Relocation expenses are available for interstate candidates as per CAWLS policy.

### Accountability

- The position reports to the Senior Management Team.
- Employment is subject to the completion of a six month probationary period, which may be extended.
- The employee will be subject to an annual performance review linked to objectives set out for the position.

### Our Values

**Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable**

### Agency Overview

Central Australian Women's Legal Service is a multi-disciplinary service delivering a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal matters and other inter-connected issues; providing legal assistance, community legal education, and specialised support services for those affected by domestic violence.

Our objectives are:

- To provide free and confidential legal assistance and wrap-around support;
- To increase legal literacy and understanding through the provision of legal education;
- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;
- To advocate for law and policy reform seeking changes beneficial to our clients.

**CAWLS is funded by the Commonwealth Attorney-General's Department, the National Indigenous Australians Agency and the Northern Territory Government.**

### **Primary Objectives**

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The primary objectives of the role are;

- To provide legal advice, representation and referrals to clients attending CAWLS, within CAWLS service delivery including;
  - Family law, divorce, property, children
  - Domestic and family violence,
  - Child Protection,
  - Discrimination,
  - Credit & Debt,
  - Tenancy
  - Employment
  - Victims of Crime applications
  - other civil law matters
- To work with the CAWLS Management Team for the overall success of the service providing high quality legal advice and casework to CAWLS clients;
- To enable, educate and empower women to better engage in the legal system so that their rights can be considered and respected;
- To assist in creating a bright and safe future for all women and children, helping them to live with dignity and respect, free from all forms of violence and abuse;
- To assist CAWLS to fulfil all obligations pursuant to funding agreements ensuring the service is compliant with all regulatory bodies.

### **Key Duties**

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#### **Legal Advice and Casework Service**

- Provide high quality legal advice and representation within CAWLS areas of practice and guidelines including domestic violence, family law & other civil law matters.
- Assist Management to develop and maintain the law practice and its systems to ensure legal services align with the Centre's practice modes, organisational priorities, professional responsibilities and funding obligations.
- Work with staff across the organisation to deliver holistic and wrap around services for clients including appropriate referrals to other services and agencies when necessary
- Represent clients at the local court, in the Federal Circuit court and other tribunals as necessary and to assist with the provision of duty lawyer services.
- Undertake Outreach to provide legal advice and representation to women. May include occasional travel to remote locations.
- Assist to plan, deliver and evaluate community legal education resources and presentations as requested by the Manager, Policy and Education.
- Assist with mentoring, development and training of lawyers within the service.
- Develop and maintain appropriate networks with relevant community based organisations, engaging in partnership development activities in order to build awareness of the service for CAWLS clients.
- Undertake and/or participate in policy and law reform & assist with the writing and editing of texts for publication as required.
- Support other staff, particularly when they are out of office, by taking responsibility for their files.
- Other duties as delegated by the Practice Manager.

### Administration

- Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies of the service to ensure collection of relevant data and statistics and provide reports to the CAWLS Senior Management team.
- Ensure all legal service data collection is accurate, comprehensive and informs practice and advocacy.
- Contribute to submissions and reports that is of a high standard and aligned with the objectives of CAWLS.

### General

- Maintain a high level of technical competence particularly in the area of family law.
- Undertake training/professional development in consultation with the Practice Manager.
- Ensure compliance with CAWLS policies and procedures.
- Participate in regular staff and supervision meetings and annual performance appraisal.
- Monitor and evaluate areas of responsibility in line with performance review and the Centre's organisational planning and provide written reports as requested.
- Maintain a teamwork approach at all times.
- Other relevant duties as directed by the Senior Management Team.

### Selection Criteria

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#### Essential:

1. Eligible to hold a Practising Certificate in the Northern Territory, and;
2. Minimum 2 years post-admission experience in a broad range of civil law matters, including domestic violence, family law and other civil law matters.
3. Demonstrated commitment to meeting the legal needs of disadvantaged groups & commitment to social justice and equality.
4. Understanding of and commitment to the work of community legal centres and demonstrated understanding of issues facing clients assisted by the Centre particularly the dynamics of domestic and family violence as it affects women.
5. Understanding of legal, economic and social issues affecting women in the Northern Territory, particularly Central Australia and the Barkly regions.
6. Ability and desire to work in a trauma-informed service delivery model, including working with a multi-disciplinary team and collaborating with other agencies to deliver client outcomes.
7. Demonstrated computer literacy and high level written and oral communication skills, including the ability to simplify legal jargon, type own reports, court documents, letters and undertake data entry.
8. Personal commitment to reflection and self-care to build resilience and minimise the impact of vicarious trauma.
9. Current Driver's License, NT Ochre Card & Criminal History check (or the ability to obtain) & current COVID-19 vaccination (*as required by the NT Chief Health Officer*)

#### Desirable:

- Previous experience working in a Community Legal Centre & experience using CLASS (database).
- Experience working with people from culturally and linguistically diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.
- Manual Drivers licence.



### **Information for Applicants**

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All CAWLS staff and volunteers are required to:

- Support and demonstrate CAWLS values and ethics
- Act at all times in accordance with CAWLS Code of Conduct, confidentiality agreement and policies which may be amended from time to time.
- Comply with CAWLS Work Health Safety Policies and practices
- Support a child safe organisation, undertake a police check prior to commencement and hold a current NT ochre card at all times

The application should include a cover letter to address the selection criteria, a detailed resume/CV, and two referees.

For more information contact: Alice de Brenni  
CAWLS Business Manager  
(08) 8952 4055  
[recruitment@cawls.com.au](mailto:recruitment@cawls.com.au)

**Applications close 11:59pm on Thursday 30 June 2022 via <https://applynow.net.au/jobs/010622>**