



**Purpose:** People in the community experiencing disadvantage are provided accessible legal and social justice services

**Values:** Working Together | Adaptability | Compassion | Commitment | Diversity | Respect | Integrity | Fairness

## **Solicitor**

### **Position Information**

#### **Overview & Purpose of Position**

As a Solicitor of the Cairns Community Legal Centre Inc, you are engaged to work co-operatively and effectively with all of the Centre's workers to further the goals of the Centre across all of its service programs, areas of law and activities.

This includes the provision and undertaking of:

- direct client services including legal advice, legal task work and ongoing casework and representation, duty lawyer services, information and referrals
- community legal education, awareness raising, networking and promotional work
- law reform and social policy work
- volunteer training and induction
- service development and other work functions/activities as required

and across each of the Centre's service programs, areas of law and activities as required.

#### **Qualifications and Prerequisites**

Bachelor of Laws Degree

Admission as a solicitor of the Supreme Court of Queensland

Holder of a practising certificate which entitles you to practise as a solicitor in Queensland

#### **Reporting and Accountability**

The Centre's Solicitors are supervised by and report directly to the Centre's Principal Solicitor.

#### **Qualities**

To demonstrate the qualities that reflect the Centre's values.

#### **Essential Knowledge, Skills and Abilities**

Working under supervision and general direction from the Centre's senior employees, you are required to undertake a range of duties and work functions/activities requiring you to:

- have knowledge of organisational programs, policies and activities
- have knowledge of the role of the organisation, its structure and services
- undertake a range of functions within the organization requiring the application of a high level of knowledge and skills to achieve results in line with the organisation's goals
- adhere to established work practices, although you may be required to exercise appropriate initiative and judgment where practices or direction are not clearly defined
- set priorities and monitor work flow in your area of work
- plan and organize your work, as well as of administration and volunteer workers as required

- carry out and be responsible for implementing moderately complex projects and/or functions
- undertake publicity assignments of limited scope and complexity, as required.
- provide reports on progress of activities as required.
- exercise a high level of written and oral communication and interpersonal skills
- otherwise undertake duties and exercise knowledge, skills and experience characteristic of an employee at your level as required.

### **Duties of the Position**

To undertake the following across all of the Centre's services and programs, areas of law and activities:

#### *Direct Client Services*

1. Provision of legal advice, legal task assistance, representation and ongoing casework services, together with information and referrals, including:
  - a. the provision of legal advice, including via the Centre's Telephone Advice & Walk-In Service, as well as regular weekly advice clinics and outreach services via face to face and other means as required
  - b. the identification and provision of legal task assistance including drafting, settling and preparing letters and other documents, making telephone calls and undertaking other liaisons on behalf of clients
  - c. the provision of duty lawyer services
  - d. identification and carriage of ongoing casework and representation including:
    - i. drafting, settling and preparation of letters and other written communications
    - ii. drafting, settling and preparation and completion of forms, applications and other documents
    - iii. effecting negotiations for and on behalf of clients including but not limited to liaison and negotiation with government agencies, non-government service providers, professionals and other stakeholders
    - iv. effecting representation of clients including appearing before various Courts, Tribunals and Commissions
    - v. undertaking other casework tasks aimed at the provision of ongoing legal services
  - e. the provision of information and referrals that seek to ensure that clients are provided with a holistic service, including to: establish and maintain an up to date knowledge of key referral points; identify key referral needs of clients, and link clients to those referral points.
2. Provision of other direct client services, as required.

#### *Community legal education, awareness raising, promotional work, networking and related activities*

3. To identify, initiate, prepare and develop community education, awareness raising, publicity, promotional and related resources and materials, including:
  - a. powerpoint presentations
  - b. handouts
  - c. fact sheets
  - d. articles
  - e. editorials; and
  - f. other resources and materials as required.
4. To identify, initiate, organize, provide and deliver community education, awareness raising, publicity/promotional and related activities, including:

- a. talks, presentations, workshops and other group activities
- b. radio sessions
- c. stalls
- d. meetings; and
- e. other activities as required

via face to face, online or other mechanisms.

5. To develop, maintain and strengthen the Centre's professional and organizational networks and relationships as required, including through:
  - a. attendance and active participation at regular professional and other networks
  - b. attendance and active participation at ad hoc networks and events
  - c. working co-operatively and in collaboration with other organisations to provide effective services and improve service responses for the benefit of members of the community who are disadvantaged.

#### *Law reform and social policy work*

6. To identify, research, draft, settle and otherwise undertake law reform and social policy work aimed at addressing systemic issues affecting members of the community who are disadvantaged.

#### *Induction, Training & Service Development Functions*

To work closely and in conjunction with senior employees to assist with the following:

7. Induction and training of volunteers including:
  - a. development and maintenance of induction Powerpoints and other induction materials
  - b. delivery of volunteer induction and other subsequent training if required
  - c. development and maintenance of ongoing volunteer training materials and support.
8. To assist to maintain and develop client, professional and other resources for use in the organization as required including:
  - a. keeping the legal resources held by the Centre adequate, current and up to date, including fact sheets, self help kits and other legal information brochures
  - b. development and maintenance of the Centre's Reference, Referral and other Manuals, including rolling review and update of manuals to ensure that they are up to date and reflect current Centre needs and practices
  - c. development and maintenance of the Centre's precedents, templates and legal checklists.
9. To carry out and be responsible for moderately complex projects that aim to achieve the Centre's goals as required.
10. To carry out designated work required to effect the Centre's operational or other organisational plans, and other Service development and other work functions/activities as required from time to time; and otherwise be involved in and contribute to achieving the aims of the Centre as required.

#### *Team Meetings & Professional Development*

11. To attend and participate in regular meetings with Centre team members including:
  - a. staff meetings
  - b. professional staff meetings; and
  - c. other meetings as required.

12. To attend and participate in regular supervision meetings, professional development and training as required.

*Reporting & Other General Duties*

13. Timely and regular reporting including:
  - a. preparation of case studies and obtaining of client consent re same
  - b. completion of monthly service report
  - c. reporting back from networking and other activities, including in relation to the organisation's involvement and contributions in relation to those activities; and
  - d. other reporting as required.
14. Assist with the collection of statistical and other service information, including by ensuring that all core datas are completed and submitted in a timely manner and otherwise in accordance with Centre requirements.
15. To undertake various other administrative tasks relevant to the position including computing, word processing/typing, filing, and photocopying.
16. Research.
17. To share internal housekeeping chores.
18. To comply with the policies and procedures of the Centre, together with other guidelines, practices and requirements, as they may exist from time to time.
19. To undertake other duties and tasks as directed from time to time.