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

(12 Month Temporary Contract)

Position Information

Position:	Supervising Solicitor
Duration:	Temporary – 12 months
Hours of Work:	Full Time (38 hours per week)
Reporting To:	Principal Solicitor
Position Description Review Date:	Annually, or as required

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

Qualities

Must demonstrate behavior and conduct that reflects 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.

Team Meetings, Training & Professional Development

7. To attend and participate in Centre team meetings including:

    a. staff meetings
    b. professional staff meetings; and
    c. other meetings as required.

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

9. To train and supervise other staff and/or volunteers as required.

Reporting

10. 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.

11. 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.

Other Functions and General Duties

12. To assist to maintain and develop client, professional and other resources for use in the organization as required.

13. To carry out and be responsible for moderately complex projects that aim to achieve the Centre's goals as required.

14. 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.

15. To undertake research and various administrative tasks relevant to the position including computing, word processing/typing, filing, and photocopying.

16. To share internal housekeeping chores.

17. 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.

18. To undertake other duties and tasks as directed from time to time.