CAWLS
Women's Legal Service

#1711213 - JOB DESCRIPTION

Solicitor – Alice Springs

Location	Alice Springs
Position Status	Full-time
Hours of Work	Monday to Friday (8.30am – 5:00pm)
Duration	The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding.
Other Conditions	Due to the nature and requirements of this role, applicants are required to be female.
Apply Online	https://applynow.net.au/jobs/1711213

Salary and Conditions

- A competitive salary is offered depending on relevant qualifications and experience. Generous salary sacrificing is available.
- The Employer pays superannuation at 11%, four weeks annual leave plus an extra two weeks well-being 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.

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Primary Objectives

The primary objectives of the role are;

- To provide legal advice, representation and referrals to clients attending CAWLS, with a particular focus on the domestic and family violence drop-in service and family law and child protection clinics;
- To work with the CAWLS Management Team for the overall success of the service providing high quality legal advice and ongoing 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 CAWLS to fulfil all obligations pursuant to funding agreements ensuring the service is compliant with all regulatory bodies.
- 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;

Key Duties

Legal Advice and Casework Service

- Provide high quality legal advice and representation within CAWLS areas of practice and guidelines, with a particular focus on the Domestic Violence drop-in service, family law and child protection matters.
- Maintain a client caseload under direction of the Practice Manager.
- 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.
- Assist clients with appropriate referrals to other services and agencies when necessary.
- Participate in outreach providing legal advice and representation to women including some travel to remote locations.
- Assist the Manager, Policy & Education to plan, deliver and evaluate community legal education resources and presentations as required.
- Develop and maintain appropriate networks with relevant community based organisations, engaging in partnership development activities with agencies and other local parties 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 Senior Management team.

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 Management team.
- Ensure all legal service data collection is accurate, comprehensive and informs practice and advocacy.
- Undertake research and contribute to developing submissions and reports that is of a high standard and aligned with the objectives of CAWLS.

General

- 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.

Selection criteria

Essential:

1. Eligible to hold a Practising Certificate in the Northern Territory, and;
2. Minimum 1-3 years post-admission experience in a broad range of matters, particularly in family law, civil and Family and Domestic violence.
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. Demonstrated experience in working autonomously and as a member of a small multi-disciplinary team in co-operation with others.
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 NT Driver's License, NT Ochre Card & Criminal History check (or the ability to obtain) & current COVID19 vaccination.

(As per the recent announcement from the NT's CHO and in line with CAWLS Workplace Policy, all workers are required to be fully vaccinated against COVID-19 by 24 December 2021.)

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

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

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For more information contact: Alice de Brenni
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