



## Position Description

<b>Position Title</b>	Generalist Solicitor
<b>Directorate</b>	Community and Wellbeing Services
<b>Reports to</b>	Manager Community Services and Principal Solicitor
<b>Date of Job Description</b>	15/07/2022
<b>Conditions</b>	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
<b>Employment Status</b>	Full-Time Ongoing, Subject to Funding
<b>Salary</b>	This position is classified a Band 6 – Specialist Staff, with a salary range of \$84,979 - \$101,007 s, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
<b>Hours of Work</b>	This is a full time position. Work outside normal office hours may be required.

### Position Objectives

The Mallee Family Care Community Legal Centre is seeking an experienced Generalist Solicitor to join their dynamic Legal Team focusing on access to justice issues, social justice and human rights. The MFC CLC is delivered to the Northern and Southern Mallee of Victoria and South West New South Wales. The generalist service offers free, confidential legal advice, information, referral and casework on a range of legal issues to support those most vulnerable in our community. The CLC also provides community legal education and engages in law reform activities.

The CLC adopts an Integrated Service model, with collaboration required with other professional staff and service providers to best meet client need. In particular the CLC provides a specialist approach to supporting families in our Health Justice Partnership (HJP) program. The HJP program is a multidisciplinary team (law, social work, mental health and financial counselling) that provides a range of innovative services in the Mallee communities and works in partnership with other agencies.

The HJP aims to provide integrated services that address the needs of some of the most vulnerable members of our community, with a particular focus on women who have experienced, or are experiencing, family violence, those with mental health issues and priority cohort groups.

Key Responsibilities & Duties	Performance Expectations
To provide a high quality, free and accessible legal service in the Murray Mallee region which will empower and support communities in the resolution of legal problems and stimulate a clearer understanding of the legal system.	Participate in the Legal Service roster of client appointments, providing free legal advice and/or assistance as directed by the Principal Solicitor. Work together with the team, including non-legal team members, to ensure vulnerable and disadvantaged clients receive legal information and advice and are linked to other services where necessary. Participate in the Duty Lawyer roster for court, as determined by the Principal Solicitor. To be reported on in the Community Legal Services Program (CLSP) Report.
To use community legal education to give the people of the Mallee region and surrounding areas a better understanding of the role of the MFC CLC and of the legal issues that are important to them.	Develop and deliver (jointly) with the Community Legal Educator relevant legal education sessions as required for making the law 'accessible'.
To promote and deliver the Mallee Family Care Community Legal Service (MFCCLS) to the isolated and remote areas of the region.	Attend outreach locations regularly to provide legal services and continue to develop community networks for the service to remain up to date with legal issues.
Ensure case practice and compliance with professional and ethical standards in accordance with the provisions of the Legal Profession Uniform Law as amended.	Casework file maintenance in line with program standards, casework guidelines and program manual requirements as monitored by the Principal Solicitor and Manager.
Provide legal advice and case work including face to face client appointments, online and telephone call back appointments as per the policies and guidelines of the MFC CLC.	Meet the client targets as per the CLSP Plan and funding agreements as monitored by the Principal Solicitor and Manager.
Collect data and prepare reports in accordance with the requirement of Mallee Family Care and the program funding body, using the MFCCLS Data collection Program (CLASS).	Data collection and maintenance of client advices and client files as per program requirements and CLASS needs. Data is completed in a timely manner with typed file notes.
Work as a team member in a community based organisation and to exercise high levels of independence and organisational autonomy.	Attend team meetings and casework meetings. Present to the team regarding Professional Development sessions attended.

	Document any community events attended or projects undertaken for the purpose of the CLSP report and monthly report.
Develop and maintain the use of appropriate service user feedback processes and regular program evaluation assessments, ensuring the program operates in accordance with quality assurance and best practice principles.	All clients are contacted for feedback at case closure for ensuring quality management principles as per Standards and program manual requirements.
Participate and contribute to relevant aspects of policy development as outlined in the "Service Standards Manual for the Community Legal Service Program" (CLSP), including the Service Standards Audit as determined by the funding body.	ISO audits internal for MFC and external ISO. Attend, participate and contribute to CLC Australia audit accreditation and provide feedback. Participation in annual cross check as required.
Participate in the afterhours Client Appointment roster.	Scheduled between solicitors and as directed by the Principal Solicitor and Manager.
To prepare written reports when required.	Evidence of reports written or projects undertaken noted in monthly reports and CLSP Report. Special projects may be undertaken as needed or directed by the Manager.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

**Qualifications and Experience:**

- A person employed at this level will be expected to have specific skills and knowledge required to undertake a specialist role within the organisation.
- A current practicing certificate.
- Admitted as a solicitor in any state in Australia, along with demonstrated relevant experience, with (preferably) 2 years post admission.
- A current driver's licence and a willingness to travel and preparedness to be accommodated overnight when required.

**Key Selection Criteria:**

Applicants are invited to submit their application addressing the following selection criteria:

- Have the ability and experience to perform a range of legal services, including but not limited to Credit and Debt matters, Family Law, Civil Law, Welfare Rights and Family Violence.
- Have a commitment to social justice and law reform.
- Experience in providing legal services to disadvantaged people, including but not limited to an ability to identify and understand issues affecting disadvantaged clients, such as Indigenous people and people from non-English speaking backgrounds.
- Proven written and verbal communication skills.
- Ability to work as a team player to accomplish goals.
- Experience representing clients in courts and tribunals.
- Ability to balance competing priorities.

### **Organisation Structure and Values**

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

### **Our Vision**

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

### **Our Mission**

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

### **Our Approach**

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

**Other Information:**

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

**Benefits of working at Mallee Family Care**

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after one years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment