



**USE OF POSITION DESCRIPTION**

1. New appointment to this position; and/or
2. During the position holder's Performance and Development Planning and Review

**POSITION DETAILS**

<b>POSITION TITLE</b>	Senior Lawyer
<b>FULL TIME EQUIVALENT</b>	1.0 FTE
<b>REPORTING STRUCTURE</b>	Reports to Principal Legal Officer
<b>POSITION DIMENSIONS (BUDGET)</b>	Not Applicable

**PURPOSE - Why does this position exist?**

To provide legal assistance and facilitate access to justice for Aboriginal and Torres Strait Islander victims/survivors of family violence and sexual assault.

FVPLS Victoria's legal services include advice, representation and advocacy in the areas of:

- child protection;
- family violence intervention orders;
- family law;
- victims of crime assistance; and
- subject to capacity, other civil matters arising from clients' experience of family violence, such as: police complaints, housing, Centrelink, child support and infringement matters.

**The service model we operate**

FVPLS Victoria delivers a holistic, culturally-safe, trauma informed intensive client service model across Victoria. Clients are assisted by a Lawyer and a Paralegal Support Worker, who work together to address the multitude of interrelated legal and non-legal issues clients face, assisting clients to access a variety of legal, social, psychological, cultural, health, financial and other support services.

Each FVPLS Victoria Legal Services team works with clients in a specified region.

*This is a designated position established as a special measure under sections 12 of the Equal Opportunity Act 2010. Only female candidates are eligible to apply for this position. Preference will be given to women of Aboriginal and Torres Strait Islander descent.*

**RESPONSIBILITIES**

- Provide high quality legal advice, court advocacy, casework, assistance and referral to Aboriginal victims of family violence and sexual assault in the areas of Family Violence Intervention Orders, Child Protection, Family Law, Victims of Crime Assistance, and other civil matters arising from the experience of family violence and sexual assault.
- Provide representation services, in accordance with organisational policies and procedures, to clients including: duty services, dispute resolution, Court /Tribunal advocacy, either by personal appearance or briefing Counsel to appear.
- Provide legal advice and appropriate referrals to individuals.
- The Senior Lawyer will work with clients who have complex needs and have experienced trauma and thus must develop relationships with a broad range of stakeholders, including: Aboriginal cooperatives, Aboriginal Health Services, family and children's services and other Aboriginal community controlled organisations providing support to victims of family violence and sexual assault; mainstream health, mental health, housing, alcohol and drugs, and counselling services; and police, courts and legal assistance services.
- Supervision of legal and non-legal work, and the day to day mentoring & development of paralegal support workers and/or lawyers.
- Prepare work plans, statistical analysis and other reports as required



- Maintain client files and ensure they comply with FVPLS Victoria's file management policies, processes & procedures.
- Conduct regular outreach services across the region, in accordance with annual team work plan, or as required
- Develop and maintain relationships with key regional stakeholders
- Deliver community legal education, training and information to other Aboriginal community organisations and mainstream services.
- Support and assist FVPLS Victoria Early Intervention and Prevention programs, including presentation at Sisters Day Out.
- Collaborate with Legal Services staff and empower them to deliver high quality services and contribute to the achievement of the Legal Services Team
- Contribute to the ongoing development of Legal Services' policies and procedures, and to FVPLS Victoria's policy work undertaken by the Strategic Support Team.

#### **DECISION MAKING AUTHORITY**

Recognise when to involve / escalate issues to the Principal Legal Officer.

#### **KEY INTERACTIONS**

##### **Internal:**

Colleagues, Senior Lawyers & Principal Legal Officer

##### **External:**

Clients and members of the Aboriginal community, Community Organisations, Government Agencies, Courts, other legal and non-legal Professionals

#### **QUALIFICATIONS**

##### **Essential:**

Eligible to hold legal practising certificate in Victoria.  
A degree in law  
A valid Victorian driver's licence  
At least 5 years practical legal experience in family violence related law.

##### **Desirable:**