

<b>POSITION TITLE:</b>	<b>Outreach Solicitor</b>
<b>POSITION LOCATION:</b>	<b>Outreach – Warrnambool, Portland, Hamilton</b>
<b>CLASSIFICATION:</b>	<b>Social, Community, Home Care and Disability Industry Award 2010. Level 5 - 7 Pay Point dependent on skills and experience</b>
<b>TEAM:</b>	<b>Legal Services Team</b>
<b>EMPLOYMENT:</b>	<b>Full time / Part time – ongoing subject to funding</b>

## OUR ORGANISATION

**Emma House Domestic Violence Services Incorporated (EHDVSI)** was established in 1979 and provides support and assistance to women and children who are experiencing, or who have experienced domestic violence / family violence. It is the primary specialist family violence service for South-West Victoria. Our range of services can include crisis response, accommodation and/or outreach services, all of which are high quality and contemporary best practice models of service delivery.

EHDVSI is a feminist organisation, and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice. The EHDVSI hope is for a society where women and children live free from family, domestic or intimate partner violence in all its forms, and we work towards this each day.

EHDVSI acknowledges **Aboriginal and Torres Strait Islander people** as the traditional custodians of the land on which we operate. We commit to working respectfully to honour their ongoing cultural and spiritual connections to the country.

EHDVSI actively values and **promotes diversity and is committed to being inclusive and respectful to all**. We welcome applications from women and people who identify as women who are Aboriginal and Torres Strait Islanders, members of the LGBTIQ+ community, from culturally and linguistically diverse backgrounds and women of all abilities and are a Child Safe Organisation.

As a specialist family violence agency providing services to women and children victim survivors of family violence, Emma House holds an exemption under section 89 of the Equal Opportunity Act 2010 to only employ people who identify as female.

## PRIMARY PURPOSE OF THE ROLE

The Solicitor will provide high quality, effective and efficient professional legal advice and casework services to women experiencing domestic/family violence.

To provide high quality legal services and advocacy in the South-West region and surrounding areas, including legal advice, duty lawyer services, casework, and representation in local courts and at outreach locations, predominantly in family law, child protection, sexual assault, immigration and family violence intervention order matters.

## REPORTING RESPONSIBILITIES

The position directly reports to the Principal Solicitor but is expected to work collaboratively across the Legal Services Team.

## KEY RESPONSIBILITIES

### Personal and Professional

- Deliver quality legal services, including legal information, advice and casework by appointment, phone or teleconference and via outreach visiting services, in family law, child protection, sexual assault, immigration (FV Provision) and family violence intervention order matters.
- Participate in the provision of duty lawyer services at each Intervention Order sitting day at the Warrnambool, Portland and Hamilton Magistrates Courts, if needed.
- Work collaboratively with Emma House colleagues to provide legal services within an integrated practice model so as to deliver effective trauma-informed early intervention.
- Understanding of the value of professional supervision and a willingness to participate in reflective practice
- Willingness to participate in the annual performance management processes
- Willingness and commitment to attend training and educational opportunities as identified in the annual individual professional development plan as negotiated with the Chief Executive Officer

### Administration, Documentation and Reporting

- Knowledge of documentation of records within a compliance framework
- Knowledge of contemporary case recording principles and the application to service related documentation
- Possession of a variety of strategies to accomplish the completion of administrative tasks within nominated timelines
- Willingness to undertake associated administrative work
- To collect and collate data as required
- Skills to digitally record client information in accordance with agency and funding body requirements.

### Technical Skills and Knowledge

- Assist in the development, implementation, and ongoing monitoring of an integrated practice model for legal services and crisis support services within Emma House so as to deliver effective early intervention and a trauma-informed approach to the delivery of legal assistance and advice.
- Assist the Principal Solicitor in the provision of legal education programs to professionals and members of the community that encourage greater awareness of legal rights and responsibilities as well as access to the legal system.
- Keep up to date with relevant legal developments and procedures by attending professional legal education program and maintaining an understanding of issues impacting the justice system.
- Able to multitask and prioritize workload.

### Communication and Teamwork

- Commitment to effective communication and information sharing with colleagues, Executive Officer, Managers and the EHDVSI Board
- Willingness to represent the organisation professionally and promote services appropriately
- Ability to work in a well-organised manner, both independently and with team members and to contribute to a harmonious and team-based working environment
- Understanding of the principles of effective decision-making and dispute resolution processes
- Commitment to constructive networking with other agencies, businesses and services

### Continuous Quality Improvement

- To participate in the organisation's CQI processes
- To participate in the quality improvement practices and outcomes in accordance with the relevant industry standards
- To participate in the Accreditation process and continuous improvement plan

- Contribute to monitoring of service provision to ensure outcomes are in line with internal and external standards, service philosophy and goals
- Participation in the development and review of organisational policies, procedures and work instructions as appropriate
- Understand the importance of encouraging service users to offer input and feedback about the service via the various channels available.

### **Workplace Health and Safety**

- Demonstrate an understanding of the shared responsibility for a safe workplace
- Understanding of the core responsibilities of an employee in relation to occupational health and safety
- Participation in the monitoring of occupational health and safety practices within the workplace, and the addressing of any concerns via the appropriate channels, in a timely manner

### **Additional Duties**

- Undertake regular tasks as per requirements
- Work within the required financial parameters of the service
- Willingness to undertake additional duties as directed and / or negotiated with the Principal Solicitor
- Arrange and provide coverage for those staff supervised during times of absence or leave
- Other administrative duties as required

### **Pre-Employment Screening**

EHDVSI has an obligation to offer a safe environment for children and is required to ensure all employees are appropriately screened before commencing employment. Screening occurs in accordance with the Worker Screening Act (2020) and the DFFH Safety Screening Policy and consists of a Nationally Coordinated Criminal History Check (Police Check), International Police Check (if required), Working With Children Check (or valid exemption), Referee checks and a robust interview process where an applicant's personal and professional interest in working with children may be explored, and the referee check process, whereby information will be sought regarding an applicant's history regarding working with children.

Where the Key Selection Criteria outlines mandatory qualifications an original of these must be sighted by the line manager or Corporate Services manager and retained

In accordance with the COVID-19 Mandatory Vaccination (Workers) Directions, pursuant to section 200(1)(d) of the Public Health and Wellbeing Act 2008 (Vic) Emma House is a mandated workplace, therefore staff are required to be vaccinated against COVID 19 and provide proof of vaccination status or evidence of exemption from the Australian Immunisation Register.

**Risk Statement:** Risk management is a core component of EHDVSI governance arrangements and compliance across the organisation supports the Board, committees and senior management in their strategic and governance roles. Staff have an important role in contributing to and applying effective risk management within their area of influence.

## **KEY SELECTION CRITERIA**

1. Commitment to the vision, philosophy and objectives of EHDVSI
2. Understanding of the nature, scope and impact of domestic and family violence on women and children
3. Knowledge or practical experience in relevant law and procedure with a focus on family law, child protection, sexual assault, immigration (Family Violence Provision) and family violence intervention order matters.

4. Demonstrated ability to act as a lawyer, deliver legal advice and casework and undertake negotiation and dispute resolution on behalf of clients.
5. Good interpersonal skills and the capacity to communicate effectively with a diverse range of people including external stakeholders, staff, and clients who are socially and economically disadvantaged.
6. Demonstrated flexible and adaptable approach to work and collaboratively works with others to foster a cooperative and supportive team environment.
7. Ability to provide strategic input on legal and policy issues and demonstrate an understanding of the role of external organisations and other stakeholders in the delivery of Emma House's services.
8. Demonstrated excellent time management skills and an ability to work well under pressure.

### **Qualifications / Prerequisites**

- Eligible for a Practising Certificate in Victoria: Emma House will pay for the cost of applying for or renewing a practicing certificate and the employee must continue to meet the requirements for holding a practicing certificate.
- Entitlement to practise in federal courts and courts exercising federal jurisdiction (entry on the High Court's Register of Practitioners)
- At least two years post admission experience would be preferred.
- Current Victorian Drivers Licence
- Nationally Coordinated Criminal History Check (Police Check)
- Current Working with Children Check or valid exemption
- International Police Record Check (only required where staff have lived overseas for 12 months or longer in one country in the last 10 years)

## **EMPLOYEE BENEFITS**

We offer our staff:

- A supportive team environment, working alongside other highly talented professionals and support staff who strive for human rights and excellence in service delivery
- A strong commitment to your professional development, personal development and mental health
- A flexible working environment
- 4 weeks annual leave
- Salary packaging (which can add up to \$15,900 in tax-free pay per year).
- 10 % Superannuation contribution
- Competitive salary
- Salary package and conditions are in accordance with the contract of employment.

## **APPLICATION PROCESS**

Applicants should express their interest through a short cover letter attaching their resume and a brief document, limited to 2 pages, addressing the key selection criteria. Email your application to [lawadmin@emmahouse.org.au](mailto:lawadmin@emmahouse.org.au)

## **AUTHORISED BY:**

NAME: Cindee Richardson  
POSITION: Chief Executive Officer  
DATE: June 2022