



POSITION DESCRIPTION

Outreach Lawyer

POSITION TITLE	Outreach Lawyer
INDUSTRIAL INSTRUMENT	Conditions of employment comply with the <i>Community Legal Centres Multi-Business Agreement (MBA) Certified Agreement 2006-2009</i> and pay rates in the <i>Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)</i> .
FULL-TIME/PART-TIME	Full-time or part-time (4 or 5 days a week). Note: Youthlaw operates on a 38-hour week.
CLASSIFICATION	Level 6 (CDW) SCHCADS Award 2010.
REMUNERATION	In accordance with the current pay rates for Level 6 of the SCHCADS AWARD 2010. At Level 6.1 the current full-time base salary is \$96,962 In addition: <ul style="list-style-type: none">• Superannuation (10%)• 4 weeks annual leave with loading (pro rata)• Additional paid leave between the summer closure and New Year (pro rata)• Generous salary packaging• Flexitime
REPORTS TO	Tim Hutton, Principal Lawyer
CONTACT TO DISCUSS POSITION	James Tresise , Deputy CEO
CONTACT DETAILS	james@youthlaw.asn.au

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147-155 Pelham St, Carlton VIC 3053

POSITION CONTEXT AND SUMMARY

This is a core-funded position at Youthlaw. The successful applicant will work closely with our highly experienced Principal Lawyer (Crime) and more broadly work with a team of 14 experienced and passionate lawyers and youth practitioners.

Youthlaw prioritises assistance to vulnerable cohorts of young people under 25 including:

- Those experiencing homelessness or at risk of homelessness
- Adolescents using and experiencing family violence
- Young adults experiencing family violence
- Those experiencing marginalisation and/or discrimination (such as First nation, LGBTQI+, CALD background and new arrival young people).
- Those experiencing mental ill-health and/or living with a disability
- Children in out of home care
- Young people transitioning from out of home care to independence.
- Vulnerable and marginalised young people in regional and rural Victoria
- Disadvantaged and vulnerable students at RMIT

The position involves outreach to a number of inner Melbourne youth services, providing advice and referral services, as well as ongoing casework (and court representation) referred in , where the young person meets our eligibility criteria. The casework is primarily criminal and related civil issues and complex fines cases as part of the weekly fines clinic, which you will also coordinate and manage.

Please note the position is not a high volume criminal law position. Court appearances might be once or twice a week at most, are often early stage (e.g. diversion) and where a client is eligible and/or it is appropriate they are referred in-house to Victoria Legal Aid or a private lawyer under a grant of legal aid, or to their duty lawyer service.

The position also contributes to providing legal education, contributing to law reform and developing our programs and services.

KEY RESPONSIBILITIES

- Legal advice, casework & court representation
- Secondary consultations to & training of staff at referring organisations
- Co-ordination of our fines clinic
- Contribute to broader Youthlaw activities such as legal presentations, law reform activities and program/service development.
- Shared administrative duties

KEY SELECTION CRITERIA

- You must have at least 2 years relevant legal experience in areas such as criminal law, fines, debts, intervention orders, victims of crime etc.
- Some criminal law court experience in the Magistrates Courts and/or the Children's Court.
- Interpersonal skills including ability to mentor, collaborate, work as a team, and work independently.
- Experience in managing a client caseload.

- Excellent communication and written skills.
- Ability to assist and communicate with vulnerable and marginalised young people.
- Ability to communicate effectively with a range of stakeholders.
- Good organisational and time management skills.

HIGHLY DESIRABLE

Experience working in the legal assistance sector such as at Legal Aid, a community legal centre or an Aboriginal Torres Strait Islander legal service.

QUALIFICATIONS

Hold or be eligible to hold an unrestricted legal practising certificate in Victoria.

LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS

The position is based at Youthlaw at 147-155 Pelham St, Carlton.

The position will involve some travel (mainly in the Melbourne CBD area) and very occasionally work outside normal office hours.

There is some flexibility in this position to work from home. Currently we encourage staff to work at least 50% of their work hours in the office or outside the home (court, outreach etc).

INSTRUCTIONS FOR APPLICANTS

Closing date for application – Saturday 18th March 2023 up until midnight.

Please provide ONLY one letter that is both a cover letter & addresses the key selection criteria (no more than 2 pages).

In addition, we require at least two professional referees. These can be provided at, or following the interview. We will only contact your referees after with your permission.

Please send your application to the Deputy CEO, James Tresise at james@youthlaw.asn.au

Do you want more information?

If you have a question, please email james@youthlaw.asn.au and he will either reply by email or call you.

Interviews

Please note that interviews will take place the week beginning **Monday 20th March 2023**. If you are not shortlisted, we will be in touch as soon as possible after the interview week.

Feedback

Unfortunately, we do not have the capacity to provide feedback to all applicants. Those who are shortlisted will receive feedback where appropriate and otherwise on request.