



Position Description

Position: **Youth Lawyer**
Reporting to: Children & Youth Lead
Location: Shop 111, Pacific Epping, 571-583 High Street, Epping
Outreach: Various Schools, Community & Youth spaces in The City of Whittlesea
Date: December 2023

Organisational Context

Whittlesea Community Connections (WCC) is a place based community agency that strives for the empowerment of individuals and groups within the local community who face disadvantage, isolation and obstacles to effective social and economic participation. The agency is committed to developing responsive approaches to meet the challenges posed by Whittlesea's changing and emerging communities. We have a clear role in advocating to both services and different levels of government through both direct service and policy input. Our services and programs are free, confidential and impartial. We have broad range of integrated services including legal, social work, youth work, community information, community transport, settlement support, volunteer resources, community engagement, and strong partnerships with mental health, housing and family violence specialists.

Whittlesea Community Connections core objectives are to:

- Identify and address information and service needs of residents in City of Whittlesea
- Advocate for and with the community for increased participation in decision making
- Support formal and informal volunteer roles in the Whittlesea community
- Collaborate with agencies and Government to develop and sustain services that serve local community needs
- Continue to develop and improve the quality, efficiency and accessibility of our services
- Identify opportunities for greater community involvement and leadership so that community residents can contribute to decisions that affect their lives.

Position Rationale

One of WCC's key strategic priorities is that young people have a sense of belonging and voice in their community. In response the Youth Lawyer position has been established to focus on the legal needs of young people living in and connected to the City of Whittlesea. The Youth Lawyer will provide legal assistance to young people and support initiatives that increase awareness of legal issues impacting on young people. This will include community legal education, developing legal information resources and partnerships with relevant youth organisations. The Youth Lawyer will develop and implement strategies to increase engagement of young people with the legal service through for example engagement and outreach service provision.

Accountability

The Youth Lawyer reports to the Children & Youth Lead and will receive legal support from the Principal Solicitor. Accountability will be through support and supervision, client file reviews, compliance checks and participation in performance reviews and appraisals. This position is subject to a three month probationary period.

Key Responsibilities/Expectations

- Undertake routine and complex casework and provide legal information, advice, advocacy and referrals for young people presenting with general legal matters in areas of civil and criminal law.
- Support young people with interrelated legal issues such as fines, consumer issues, criminal matters, family law and family violence issues and victim of crime applications.

- Undertake consultation and data analysis to understand the legal needs of young people in Whittlesea particularly those from priority groups.
- In response to legal needs deliver community legal education and develop community legal education resources appropriate and accessible to young people.
- Develop relationships internally and externally to implement strategies that increase engagement with young people and access to legal information and support. This may include for example developing an outreach service from local schools.
- Undertake accurate data entry, collection and archiving and support reporting and accountability measures.
- Participate in networks, communities of practice and professional development, to engage the legal and youth sectors, understand community needs and meet CPD responsibilities.
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the Legal Profession Uniform Application Act 2014, the National Risk Management Guide of the National Association of Community Legal Centres and WCC policies and procedures including the Code of Ethics and Victorian child safety standards.

Key Selection Criteria - Essential

- Tertiary qualifications, qualifying law degree or equivalent and eligible to be admitted to practice as an Australian Legal Practitioner
- Experience in the provision of legal advice, advocacy, casework and/or court work
- Demonstrated ability or willingness to work with people who are experiencing disadvantage and an understanding of the legal and other issues that impact on access to justice
- Excellent verbal and written communication skills and cross cultural competency
- Knowledge and experience working with young people including an understanding of the Victorian Child Safe Standards
- Demonstrated capacity for resourcefulness, self-motivation with an ability to manage competing and complex work priorities
- Commitment to social justice and the values of Whittlesea Community Connections and understanding of the benefits of integrated work practices

Desirable

- Applicants with culturally diverse backgrounds are encouraged to apply
- Proficiency in a relevant community language
- Experience working as part of multi or inter-disciplinary teams

Salary and Conditions

- Conditions will be in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 4, pay point to be determined based on experience
- This position is offered as a full-time, 1EFT position with flexible working arrangements
- Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received.
- The successful applicant will be required to enter into an employment contract and have a current National Police Check and Working with Children Check

For enquiries contact **Dean Marando** Children & Youth Lead dmarando@whittleseacc.org.au