



POSITION DESCRIPTION

Position Title: Solicitor
Classification: \$60,000 – 68,000 pro-rata
Date of Review: February 2010
Location: Woodridge, Logan City

Primary Purpose of Position

Principal Solicitor

Logan Legal Advice Centre (up to 12 hours per week)

- supervision of legal work undertaken by a pool of volunteer lawyers for Logan Legal Advice Centre – part time
- Pilot Project: Logan Family Relationship Centre (FRC) – provision of advice to clients of Logan FRC, conducting legal information sessions at the Logan FRC, and supporting clients with the completion of consent orders (when appropriate).

Organisational Environment

The YFS Board of Management is responsible for two separate incorporated associations:

- Youth and Family Service (Logan City) Inc – (YFS)
- Logan Legal Advice Centre Association Inc – (LLAC)

Each of the associations receives funding to manage an accredited Community Legal Centre.

Logan Legal Advice Centre is a generalist Community Legal Centre that has operated in Logan City since 1993. In July 2007, LLAC received funding to contribute towards a part time solicitor and related administration costs. Prior to this all LLAC services were delivered by volunteers. Service delivery from volunteer solicitors will remain a vital part of service provision.

Youth and Family Service (Logan City) Inc (YFS) is a community based, not-for-profit organisation, providing responsive and innovative social welfare services to people in Logan City and surrounding areas.

YFS delivers a diverse suite of client-focused services to the community that are accessible and flexible. We engage in a collaborative process between clients and staff, ensuring the development of community capacity building.

This position is located in the YFS Legal Team.

Reporting Relationships

- i) Position title of direct Supervisor**
The position reports to the Program Manager (Legal).
- ii) Titles of positions that report to this position**
LLAC – supervisory work with the volunteer solicitors.
- iii) Other significant internal relationships**
Logan Youth Legal Service full time lawyer
Members of the Legal Team
Legal Team Leader.

Extent of Authority

This position does not have responsibility for budgetary or policy decision making. Decisions other than day to day operational matters should be made in conjunction with the Program Manager.

Key Responsibility Areas

Duties and Responsibilities include, but are not limited to:

1. Logan Legal Advice Centre

- To supervise a team of volunteers who deliver services in accordance with the Community Legal Centre guidelines
- Checking of legal advice provided to clients by the team of volunteer Lawyers
- Supporting the service delivery of the LLAC through legal advice, community education and law reform activities
- Provision of advice and conducting legal information sessions at Logan Family Relationship Centre in accordance with funding agreement
- Supporting clients from Logan Family Relationship Centre with the completion of consent orders when appropriate.

2. Quality

- Work in accord with Community Legal Standards.

3. Resources

- Utilise all YFS assets in accordance with the Code of Conduct and relevant Policies and Procedures.

4. Administration

- Maintain high quality client records and collect data as required
- Participate in relevant team and organisational meetings.

Key Selection Criteria

Logan Legal Advice Centre

- KSC 1** Knowledge of and experience in the provision of legal advice in a wide range of legal areas including family law, criminal law and consumer credit matters
- KSC 2** Knowledge of and experience in the drafting of Family Court documents
- KSC 3** Demonstrated ability to supervise volunteer solicitors and students in the provision of legal advice and client services
- KSC 4** Demonstrated ability to produce and deliver community legal education (including information sessions and resources)
- KSC 5** Demonstrated ability to write submissions and understanding of law reform processes
- KSC 6** Demonstrated ability to communicate effectively with a wide range of clients from a diversity of cultural and socio-economic backgrounds.

Essential attributes:

- Highly developed oral and written communication skills
- Good time management and organisational skills
- Ability to work collaboratively or independently as required.

Essential requirements:

- Admission or immediate eligibility for admission as a solicitor of the Supreme Court of Queensland
- Immediate entitlement to a relevant practicing certificate
- Current drivers licence
- Positive Suitability Notice from the Commission for Children and Young People or willingness to apply
- Positive Suitability Notice from Disabilities Services Queensland.
- Family Law Experience.

Additional Information

This position is part time and subject to on-going funding.

Employment in this position will be subject to annual performance plans and reviews, with initial appointment subject to a probationary period of three months.