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ROLE DESCRIPTION

Role Title	Locum Solicitor – Generalist
Team	YFS Legal
Location	Slacks Creek
Classification Level	Based on experience
Reports to	Legal Manager

OUR VISION AND VALUES



Excellence:

we deliver high quality services and have high expectations



Integrity:

we act honestly and openly



Optimism:

we think and act with confidence about people and the future



Steadfastness:

we persist to overcome barriers and adversity with our clients



Building independence and participation.

YFS is a not for profit organisation that backs vulnerable people in the Logan and surrounding area to overcome adversity and to thrive.

Since 1983 we have been building people’s capacity to live independently and participate in our local community through a range of initiatives and services. These include social enterprises that build employment prospects, programs that help homeless people get into long-term housing and initiatives to reduce the prevalence of domestic and family violence.

Vision for Reconciliation

YFS’ vision for reconciliation with Aboriginal and Torres Strait Islander peoples is to develop and provide services based on respect and understanding. YFS acknowledges the past and works to build independence, participation and closing the unacceptable gap between Aboriginal and Torres Strait Islander and other Australians’ health and wellbeing. - *YFS Reconciliation Plan (102161)*

Primary Purpose

This role provides legal services in-line with funding agreements and National Community Legal Centre (NACLC) requirements, including: the provision of legal information, advice, community education, casework and representation for domestic violence respondents as Duty Lawyer.

Key Accountabilities

Service Delivery

- Substantive Tasks:
 - a) Provide advice and perform Legal Tasks for YFS Legal clients, their families and associated support workers in relation to a range of areas of law as determined by YFS and which are within the Solicitor's area of knowledge including but not limited to: Criminal , Family Law, Civil Law and Domestic Violence.
 - b) As directed by YFS, undertake reasonable continual professional development as to ensure that YFS Legal continues to assist YFS Legal clients to thrive by ensuring that timely and relevant legal advice can be provided.
 - c) Provide advice and court representation as directed by YFS in Domestic Violence matters at relevant courts and tribunals in Queensland.
 - d) Attend as directed by YFS, YFS outreach locations to provide legal assistance in the areas of Family Law, Civil Law and Domestic Violence. Outreach locations include but are not limited to Community, Legal Centres, Police Stations, Private Residences, Detention Centres and Schools.
 - e) Provide services and support as directed by the Principal Solicitor so as to assist in the service delivery of Secondary and Joint Tasks.
- Secondary Tasks:
 - a) Provide advice and court representation for Young People in the Queensland Judicial System.
 - b) Provide advice information and referrals in the areas of Criminal Law and Youth Advocacy.
- Joint Team Tasks:
 - a) Advocate for Law Reform in areas of law as determined by YFS.
 - b) Assist with the delivery of YFS Student Clinics.
 - c) Assist with the delivery of the Night Clinic as determined by YFS using a Roster System.
 - d) Provide delivery of Community Legal Education as directed by YFS.
 - e) Undertake YFS Project as requested by YFS.
 - f) Represent YFS in the Community as directed by YFS.

External Relationships

- Build and foster collaborative partnerships with other agencies and stakeholders to provide and maintain effective, accountable services for clients and report on developments.
- Build a network of contacts in other relevant organisations and ensure YFS's image and reputation is maintained.
- Understands significant team and organisation external stakeholder relationships.

Leadership and Values

- Apply YFS values, ethics, policies and procedures across all work practices. Contribute to the resolution of work-related matters by being honest, approachable and responsive.
- Show self- awareness, resilience, and understanding of leadership expectations and the boundaries of the role.

Teamwork and Collaboration

- Contribute to the development of a cohesive team environment by participating in meetings, scheduled activities and team processes. Share information, communicate and present ideas in team meetings.
- Work with other team members to implement new and/or adapt existing work methods to improve service delivery. Identify and respond to changing needs of clients and/or YFS.
- Able to plan and schedule own work independently; monitor progress against work plans and required outcomes.

Professional Accountability

- Use YFS and partner information and resources accountably in carrying out activities.
- Undertake work in accordance with NALC standards, NALC Risk Guide, YFS Legal Operational Manual, YFS policies, protocols and procedures, including workplace health and safety, risk management and relevant legislative requirements.
- Recommend changes to procedures and quality standards that may impact across other work areas.

Problem Solving and Decision Making

- Identify and resolve problems, contribute to improving working processes and procedures to improve service delivery to clients.

Administration

- Enter data, maintain records and complete documents in line with YFS document management and record keeping procedures.

Cultural Respect

- Acknowledge the history and ongoing impacts that Aboriginal and Torres Strait Islander people experience.
- Deliver services that are person and community centred for Aboriginal and Torres Strait Islanders and people from diverse cultural backgrounds.

Relevant skills, knowledge and experience

Experience and qualifications

- Relevant tertiary qualifications (Degree in relevant discipline) and/or experience are essential and an Unsupervised Practising Certificate from either the Queensland Law Society or the Bar Association of Queensland are essential.

Knowledge and experience specific to the role

- Demonstrated ability in the representation of clients in court.
- Capacity to work to the best practice guidelines for lawyers working with respondents in domestic violence proceedings.
- Demonstrated knowledge of law which impact on YFS Legal clients (including criminal, family and civil law).
- Demonstrated ability to provide content for and deliver community legal education services.
- Demonstrated ability to assist senior staff with the more straightforward components of planning and development work.

- Demonstrated experience researching new approaches to issues and practice, evaluating alternatives and recommending innovative changes to practice.
 - High level written communication skills to write correspondence and prepare reports.
 - Demonstrated organisational skills to plan and prioritise work efficiently and effectively and manage competing demands and priorities.
 - Refer to the level 6 competencies in the Social, Community, Home Care and Disability Services Industry Award.
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Other role requirements:

- *Current Queensland C Class driver's license*
 - *Current First Aid Certificate, or ability to obtain*
 - *Current Positive Notice Blue Card.*
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Additional information

An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees are required to observe YFS' policies and procedures. Employment in the position will be subject to an annual performance plan and review, with initial appointment subject to a probationary period of five months.