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Role description

Role Title	Solicitor - Generalist
Team	YFS Legal
Location	Slacks Creek
Classification Level	6
Reports to	Principal Solicitor – YFS Legal

Our Vision - Building independence and participation.

Our Purpose - YFS backs vulnerable people to overcome adversity and to thrive.

Our 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
-  **Courage** - we challenge ourselves and others to create change



YFS has a long history of working with and empowering First Nations peoples.

The [YFS Cultural Framework](#) sets out our continuing commitment and the actions we will take as a community member, a service provider and an employer to back First Nations peoples to achieve their aspirations and thrive

YFS is committed to promoting a unified, harmonious, safe and inclusive community, and recognise that all types of diversities deepen and enrich our community and provide an invaluable asset for our future.

We pride ourselves on ensuring our services and work environments are safe, inclusive, welcoming and accessible for all, regardless of ethnicity, gender, gender identity and expression, sexual orientation, disability, or religion.

Primary purpose

This role provides legal services in-line with funding agreements and Community Legal Centres Australia (CLCA) 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 Solicitors area of knowledge including but not limited to: 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 as 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 area 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) Provide delivery of Community Legal Education as directed by YFS.
 - d) Undertake YFS Project as requested by YFS.
- 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.
- Shows self- awareness, resilience, and understanding of leadership expectations and the boundaries of the role.

Teamwork and collaboration

- Contribute to developing a cohesive team 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.
- Undertake work in accordance with NACLC standards, NACLC Risk Guide, YFS Legal Operational Manual, YFS policies, protocols and procedures, including workplace health and safety, risk management and relevant legislative requirements.
- Recommends changes to procedures and quality standards that may impact across other work areas.
- Work within the standards and principles of a Child Safe Organisation.

Problem solving and decision making

- Identify and resolve problems and 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 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.

Other role requirements

- Work out of hours when required to respond to client needs (e.g. to assist with before and after school routine and engagement with weekend events)
- Current Queensland C Class driver licence
- Current First Aid Certificate, or ability to obtain
- Current Positive Notice Blue Card
- Current National Police Check

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.