








## Role description

Role Title	Solicitor - Generalist
Team	YFS Legal
Location	Beenleigh
Classification Level	7
Reports to	Principal Solicitor

**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.*

YFS Legal is Logan’s only community legal centre, providing free, accessible legal assistance to people experiencing disadvantage. We deliver integrated, client-centred services, recognising that legal problems are often connected to housing instability, financial hardship, domestic and family violence, and health and wellbeing. Our work is grounded in human rights and access to justice, and delivered through culturally safe, inclusive and responsive practice, consistent with the YFS First Nations Cultural Framework. We are committed to self-determination for Aboriginal and Torres Strait Islander peoples, and to providing services that are affirming of LGBTIQ+ people, responsive to people with disability, and informed by trauma-informed, strengths-based and holistic approaches.

### Primary purpose

The Solicitor (Generalist) provides high-quality legal assistance to people experiencing disadvantage in accordance with funding agreements and CLC National Standards.

This includes delivery of:

- legal advice and minor assistance
- casework and representation
- domestic and family violence duty lawyer services
- community legal education
- law reform and systemic advocacy

The role contributes directly to improving client safety, stability and access to justice outcomes.

### Service delivery

#### Core Responsibilities

- Provide high-quality legal advice, casework and representation to YFS Legal clients, their families and support networks across relevant areas of law, including domestic and family violence, family law, child protection, and civil law.
- Appear in relevant courts and tribunals in accordance with service priorities and funding requirements.
- Deliver Domestic Violence Duty Lawyer services, including advice and advocacy across designated court locations.
- Participate in outreach service delivery, providing legal assistance in a range of community settings, including community organisations, legal centres, police stations, detention centres, schools and other locations as required.
- Maintain contemporary legal knowledge through ongoing professional development, ensuring the delivery of timely, accurate and high-quality legal assistance.
- Work under the direction of the Principal Solicitor to support broader service delivery priorities, including cross-practice collaboration.

#### Youth Justice and Secondary Practice Areas

- Provide legal advice, minor assistance and representation to young people within the Queensland justice system, as required.
- Deliver legal information, referrals and advocacy support in criminal law and youth justice matters, within scope of practice.

#### Team and Service Contribution

- Contribute to law reform and policy initiatives to address systemic barriers impacting clients.
- Assist in the delivery of student clinics and supervision of placements, as required.
- Develop and deliver community legal education (CLE) to improve community awareness and early intervention.
- Participate in service development projects and organisational initiatives that strengthen service delivery and client outcomes.
- Represent YFS Legal in the community, including stakeholder engagement, networks and forums, to support integrated service responses.

### Stakeholder Engagement & Partnerships

- Develop and maintain effective, collaborative partnerships with key stakeholders, including community organisations, government agencies and legal service providers, to support coordinated, client-centred service delivery and improved outcomes.
- Build and sustain a strong professional network across relevant sectors, promoting YFS Legal's services and maintaining its reputation as a trusted and responsive community legal provider.
- Demonstrate an understanding of key stakeholder relationships and service systems, and contribute to information sharing, cross-sector collaboration and coordinated responses to emerging issues affecting clients.

### Professional Conduct & Values

- Demonstrate a strong commitment to YFS values, ethical practice and organisational policies, applying these consistently across all aspects of service delivery and professional conduct.
- Contribute positively to the workplace by engaging in a manner that is respectful, collaborative and solutions-focused, supporting the effective resolution of work-related matters.
- Exhibit self-awareness, professionalism and resilience in managing the demands of the role, including maintaining appropriate professional boundaries and responding constructively to feedback.

- Understand and operate within the scope and expectations of the role, while contributing to a culture of accountability, integrity and continuous improvement.

## Teamwork & Contribution

- Contribute to a collaborative and high-functioning team environment through active participation in team meetings, service delivery activities and organisational processes, including effective information sharing and communication of ideas.
- Work collaboratively with colleagues to continuously improve service delivery, including implementing new approaches and adapting existing practices to respond to evolving client and organisational needs.
- Demonstrate the ability to plan, prioritise and manage workload independently, monitoring progress against work plans and delivering on agreed outcomes within required timeframes.

## Professional Practice & Compliance

- Use YFS and partner information, systems and resources in a manner that is responsible, ethical and compliant, ensuring confidentiality and appropriate use at all times.
- Undertake all work in accordance with CLC National Standards, Risk Management Guidelines, and YFS Legal policies and procedures, including workplace health and safety, risk management and relevant legislative requirements.
- Actively contribute to continuous improvement, including identifying and recommending enhancements to systems, procedures and quality standards that strengthen service delivery across the organisation.
- Work within the standards and principles of safeguarding children and vulnerable adults. YFS Ltd. has a zero tolerance of physical and sexual abuse, including grooming behaviours, and all allegations and safety concerns will be treated very seriously and consistently as per our Safeguarding Framework, policies, procedures and legal duties

## Decision Making & Service Development

- Demonstrate sound analytical and problem-solving skills in identifying and responding to legal and operational issues arising in service delivery.
- Exercise appropriate professional judgement and decision-making, including managing competing priorities and complex client needs within scope of practice.
- Contribute to the continuous improvement of systems, processes and service delivery, including identifying opportunities to enhance efficiency, quality and client outcomes.

## Information Management & Record Keeping

- Maintain accurate and up-to-date client records, data entry and documentation in accordance with YFS information management systems and record-keeping requirements.
- Ensure all documentation is completed in a timely, compliant and high-quality manner, consistent with organisational policies, funding obligations and professional standards.

## Cultural Safety & Values

- Demonstrate a strong understanding of the historical and ongoing impacts of colonisation and systemic disadvantage experienced by Aboriginal and Torres Strait Islander peoples.
- Deliver legal services in a manner that is culturally safe, respectful and responsive, consistent with the YFS First Nations Cultural Framework.
- Provide person-centred and community-informed services, supporting self-determination and strengthening trust with Aboriginal and Torres Strait Islander clients and communities.
- Engage respectfully with cultural protocols and work collaboratively with Aboriginal and Torres Strait Islander stakeholders and services to improve client outcomes.

## Inclusivity, Respect and Diversity

- Deliver services that are inclusive, accessible and responsive to the diverse needs of clients, including people who identify as LGBTIQ+, people with disability, and other individuals experiencing vulnerability or disadvantage.
- Apply a trauma-informed, strengths-based and non-discriminatory approach in all interactions, recognising the intersecting barriers experienced by clients.
- Promote a safe and respectful environment that upholds dignity, autonomy and human rights, ensuring all clients feel welcomed, heard and supported.
- Demonstrate awareness of intersectionality and systemic barriers and adapt service delivery to meet the needs of clients from diverse cultural, social and identity backgrounds.

## Relevant skills, knowledge and experience

### Experience and qualifications

- Relevant tertiary qualifications in law are essential, along with eligibility for and holding an Unrestricted Practising Certificate issued by the Queensland Law Society.

### 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, child protection 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 7 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.