



POSITION DETAILS	
Position Title:	Solicitor (Generalist)
Responsible to:	Chief Executive Officer/Principal Lawyer
Employment Type:	12 months contract
Hours:	Full-time
Award:	Social, Community, Home Care and Disability Services Industry Aware 2010 Salary Range will be between \$93860 level 5.1 and \$102554, level 6.1 dependent on experience.
Location:	Berri, South Australia

Community Justice Services SA Ltd (CJSSA) trading as Riverland Community Justice Centre (RCJC) is a non-for-profit Community Legal Centre that provides free legal assistance to disadvantaged and vulnerable clients residing in the Riverland region. Community Justice Services has a diverse range of funded programs including Family Law Advocacy and Disaster legal support.

The Solicitor will work within the Centre's general legal team to provide high quality and timely legal services to vulnerable and disadvantaged clients at our Berri office and relevant outreach locations.

The position is an opportunity for the right person to utilise independence and autonomy to engage and work with community services.

Berri is located on the Murray River offering the opportunity for an active outdoor lifestyle and easy travel to Adelaide (2.5 hrs.) and Mildura (2 hrs.)

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Conduct client consultations and provide legal advice, casework, representation and assistance that ensures the provision of accessible services of a high standard.
- Negotiate legal matters in a professional and conciliatory manner.



- Conduct competent Court representation.
- Ensure client confidentiality is maintained at the highest standard.
- Prepare clear, accurate and concise legal documents, correspondence, and Court documents and file notes.
- Undertake the provision of community legal education as directed.
- Maintain accurate files, records, statistical information and all other requisite data in relation to the provision of client services.
- Communicate and work effectively with people from varying backgrounds, in particular, those with special needs.
- Ability to work with Mental Health workers who provide support to current clients.
- Provide appropriate referral to Legal Services and other services where relevant.
- Consult with clients on short notice.
- Be conversant and comply with CJSSA policies, practices and procedures.
- Apply principles of equity and justice in client service provision.
- Apply the client eligibility criteria in assessment of ongoing client assistance.
- Undertake training and professional development as necessary through attendance at seminars, workshops, conferences, professional liaison as directed and approved.
- Work in compliance with the Professional Conduct Rules and CLCA Professional Indemnity Insurance Guidelines.
- Undertake promotional and public relations with relevant Services and other related activities as required and develop strong partnerships with key stakeholders.
- Participate in regular supervision and caseworker meetings.
- Other duties as required.

PERSON SPECIFICATION - Skills and Knowledge

- Minimum of 2 years post admission experience.
- Knowledge of and experience in practice and procedure in the Family Court, Federal Circuit Court, Magistrates and relevant State Courts and Tribunals, in particular those relating to the Family Law jurisdiction.
- Knowledge of Family Law, Criminal Law, Civil Law and other relevant Acts and legal developments.
- Understanding of the concepts of Family and Domestic Violence issues, Family Law Mediation, Conflict Management and Collaborative Law.
- Well-developed ability to communicate complex legal information simply and effectively.
- Demonstrated knowledge of and commitment to social justice principles, understanding of the legal assistance sector and a commitment to CJSSA's vision and values.
- Capacity to engage and collaborate with working groups for the provision of community legal education.
- Excellent verbal and written communication skills.
- Sound computer literacy and legal research skills.
- To work co-operatively under the direction of Management.



- Have a commitment to improving the personal and social situation of people from financially and socially disadvantaged backgrounds.
- Ability to work and contribute towards a positive team environment.
- Well-developed organisational skills and ability to work with minimal supervision.
- Ability to adapt to a changing environment.
- Holds a current South Australian Driver's Licence.

PREVIOUS WORK EXPERIENCE

Experience in, or demonstrated capacity to undertake, direct legal service delivery, including provision of advice and referral services, negotiation and advocacy on behalf of clients, representation of clients in courts and other legal settings.

PERSONAL ATTRIBUTES

- Proactive 'can do' approach.
- Compassionate, resilient and patient.
- Focused and calm under pressure.
- Takes responsibility for achieving outcomes.
- An ability to function as a member of a multidisciplinary team.
- Demonstrates flexibility and initiative in the workplace.
- Friendly, positive and non-judgmental outlook.
- Ability to work with little supervision.

QUALIFICATIONS AND TRAINING

- Possess min 2years post admission experience and hold an unrestricted practicing certificate Cat C.
- Eligible to be or admitted as a barrister and solicitor of the Supreme Court of South Australia
- Eligible to be admitted to the Register of the High Court of Australia
- Eligible for or currently holding a South Australia Practising Certificate.

COMMUNITY JUSTICE SERVICES SA

VALUES

- Justice – access, equity, and empowerment.
- Innovation/Entrepreneurship/Adaptability – encouraging and implementing new solutions, through collaborations and strategies.
- Compassion – supportive and showing empathy.
- Advocacy – being a voice to those who cannot advocate for themselves.
- Safety – confidentiality and providing a safe workplace.
- Integrity – open and transparent management and governance.

KEY RELATIONSHIPS



The Solicitor will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent the Service to the public, community and other organisations.

SALARY / BENEFITS

Social, Community, Home Care and Disability Services Industry Award 2010 (plus super and generous salary sacrifice available) remuneration based on experience.

Salary packaging information

CJSSA employees is optional for all team members at CJSSA and may have considerable tax benefits depending on your personal circumstances.

- General salary packing of \$15,900 per FBT year.
- Meal entertainment of \$2550 per FBT year and other possible additional benefits.

Important information

All offers of employment are fulltime for a fixed term for 12 months and are contingent upon:

- Successful reference checks
- Non-adverse criminal record / police check
- Holding and maintaining Working with Children Check

CJSSA is committed to providing and maintaining a safe working environment without risk to the health of its employees.

Applications

All applications should be sent by email to the Chief Executive Officer at cmcmorrine@communityjustice.org.au and include

- A cover letter addressing the selection criteria (max 2 pages); and
- Your resume

For further information please contact the Operations Manager, Helen Rose on [0455 461 480](tel:0455461480).