



JOB DESCRIPTION

Health Justice Lawyer

Location	Alice Springs
Position Status	Full-time
Hours of work	Monday to Friday (8.30am – 5:00pm)
Duration	The position is subject to satisfactory completion of a 6 month probationary period and is subject to ongoing funding.
Other Conditions	Due to the nature and requirements of this role, applicants are required to be female.
Apply Online	recruitment@cawls.com.au

Salary and Conditions

- A competitive salary is offered depending on relevant qualifications and experience. Generous salary sacrificing is available.
- The Employer pays superannuation at 12%, six weeks annual leave, 12 days personal leave and other leave as per National Employment Standards.
- A supportive workplace dedicated to developing employee wellbeing and resilience.
- Excellent training and Professional Development opportunities.
- Relocation expenses are available for interstate candidates as per CAWLS policy.

Accountability

- The position reports to CAWLS Senior Management Team.
- Employment is subject to the completion of a six month probationary period, which may be extended.
- The employee will be subject to an annual performance review linked to objectives set out for the position.

Our Values

Responsive and trustworthy • Inclusive and empowering • Collaborative and accountable

Agency Overview

Central Australian Women's Legal Service delivers a holistic, culturally safe, trauma informed intensive service model across the Central Australia & Barkly regions.

At CAWLS we aspire for a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal matters and other inter-connected issues; providing legal assistance, community legal education, and specialised support services for those affected by domestic violence.

CAWLS operates two Commonwealth funded Specialist Domestic Violence Units/Health Justice Partnerships based in Alice Springs and Tennant Creek. Through these units, CAWLS provides ongoing education and training for health service providers assisting them to identify and respond to disclosures of family violence.

Our objectives are:

- To provide free and confidential legal assistance and wrap-around support;
- To increase legal literacy and understanding through the provision of legal education;
- To enable professionals to identify, support and refer victims of domestic violence to appropriate services;
- To advocate for law and policy reform seeking changes beneficial to our clients.

CAWLS is funded by the Commonwealth Attorney-General's Department, the National Indigenous Australians Agency and the Northern Territory Government.

Primary Objectives

The primary objectives of the role are;

- Meet CAWLS obligations under a Memorandum of Understanding with Health Justice Partners to provide ongoing education, professional development, and training in relation to identifying and responding to domestic, family and sexual violence in Central Australia and the Barkly Region.
- To provide legal advice, representation and referrals to clients in domestic and family violence and family law matters for clients who are patients or clients at a range of health service providers in Central Australia and the Barkly;
- To assist with the promotion of health justice partnerships, increase use and accessibility of the legal service and improve integration of that service with other patient care services;
- To provide legal advice, representation and referrals to clients accessing CAWLS drop-in service and clinics appointments.
- Work with the CAWLS Management Team for the overall success of the service, and particularly the Domestic Violence Unit and Health Justice Partnerships, fulfilling obligations pursuant to funding agreements and ensuring the service is compliant with all regulatory requirements.

Key Duties

Legal Advice and Casework Service

- Provide high quality legal advice and representation within CAWLS areas of practice and guidelines with a particular focus on domestic & family violence, family law and child protection matters.
- Maintain a caseload under direction of the Principal Legal Officer.
- Respond to on call requests for legal advice through the Health Justice Partnership (within business hours).
- Represent clients at the local court, in the Federal Circuit court and other tribunals as necessary and to assist with the provision of duty lawyer services.
- Assist clients with appropriate referrals to other services and agencies when necessary.
- Undertake CLE activities and outreach to provide legal advice and representation to women in remote communities as required.
- Occasional travel to Tennant Creek and other outreach locations may be required.
- Undertake and/or participate in policy and law reform as required.
- Contribute to the development and maintenance of relationships within the health partnership setting.
- Support other staff, particularly when they are out of office, by taking responsibility for their files.
- Work collaboratively with a multidisciplinary team to provide legal information and guidance and consult with other staff to provide appropriate non-legal referrals as required.
- Other duties as delegated by the Senior Management team.

Education, training and professional development duties

- Coordinate, develop, promote, deliver and evaluate full-day training courses on 'Identifying and Responding to Domestic and Family Violence' on a quarterly basis in Alice Springs, and twice per year in Tennant Creek;
- Develop and deliver high-quality legal and socio-legal education, training and professional development to health professionals and community services workers, in relation to DFSV and



its intersection with CAWLS key practice areas, including through the development of eLearning tools.

- Maintain a continuous improvement approach in relation to the production of education materials and online resources and the delivery on training packages.
- Develop CAWLS content for articles, blogs and social media posts relating to Health Justice Partnerships and education programs.
- Liaise with CAWLS Management Team to identify training gaps and opportunities;

Administration

- Maintain effective file management systems and internal quality assurance procedures consistent with the administrative systems, procedures and policies of the service to ensure collection of relevant data and statistics and provide reports to the CAWLS Management team.
- Ensure all legal service data collection is accurate, comprehensive and informs practice and advocacy.

General

- Undertake training/professional development in consultation with the CAWLS Management Team.
- Ensure compliance with CAWLS policies and procedures.
- Participate in regular staff and supervision meetings and annual performance appraisal.
- Monitor and evaluate areas of responsibility in line with performance review and the Centre's organisational planning and provide written reports as requested.
- Maintain a teamwork approach at all times.
- Other relevant duties as directed.

Selection criteria

Essential:

1. Eligible to hold a Practising Certificate in the Northern Territory, and;
2. Minimum 1-2 years post-admission experience in a broad range of matters, particularly in Family and Domestic violence.
3. Experience as an adult educator and/or facilitator with excellent public speaking skills.
4. Demonstrated commitment to meeting the legal needs of disadvantaged groups. Commitment to social justice and equality.
5. Understanding of and commitment to the work of community legal centres and demonstrated understanding of issues facing clients assisted by the Centre particularly the dynamics of domestic and family violence as it affects women.
6. Understanding of legal, economic and social issues affecting women in the Northern Territory, particularly Central Australia and the Barkly regions.
7. Demonstrated experience in working autonomously and as a member of a small multi-disciplinary team in co-operation with others.
8. Demonstrated computer literacy and high level written and oral communication skills, including the ability to simplify legal jargon, type own reports, court documents, letters and undertake data entry.
9. Personal commitment to reflection and self-care to build resilience and minimise the impact of vicarious trauma.
10. Current NT Driver's License, NT Ochre Card & Criminal History check (or the ability to obtain).

Desirable:



- Previous experience working in a Community Legal Centre & experience using CLASS (database).
- Previous experience within a Health Justice Partnership setting.
- Experience delivering training to the health sector.
- Experience working with people from culturally and linguistically diverse (CALD) / Aboriginal and Torres Strait Islander backgrounds.

Information for Applicants

All Cawls staff and volunteers are required to:

- Support and demonstrate Cawls values and ethics
- Act at all times in accordance with Cawls Code of Conduct, confidentiality agreement and policies which may be amended from time to time.
- Comply with Cawls Work Health Safety Policies and practices
- Support a child safe organisation, undertake a police check prior to commencement and hold a current NT ochre card at all times

Apply online via email: recruitment@cawls.com.au

For more information contact: Alice de Brenni
CAWLS Business Manager
(08) 8952 4055
recruitment@cawls.org.au