



### Pine Rivers Neighbourhood Centre

865 Gympie Road, Lawnton, QLD 4501

PO Box 489, Lawnton, QLD 4501

Phone 07 3889 0063 Fax 07 3285 1531

Email [encircle@encircle.org.au](mailto:encircle@encircle.org.au)

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### Pine Rivers Community Legal Service

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### Redcliffe Neighbourhood Centre

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PO Box 2102, Redcliffe North, QLD 4020

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### Young Parents Program

119 Stafford Road, Kedron, QLD 4031

PO Box 1179, Stafford, QLD 4053

Phone 07 3357 9944 Fax 07 3857 8021

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19<sup>th</sup> April 2021

## **APPLICATIONS INVITED – Full time Family Law and Domestic and Family Violence Law Solicitor- 5 month contract**

Pine Rivers Community Legal Service, (part of Encircle Ltd) invites applications for the position of Family Law and Domestic and Family Violence Law Solicitor. Applicants must have current experience working as a Solicitor with at least 6 months experience practice in Domestic and Family Violence Law and Family Law.

Encircle Ltd is a not for profit community owned and operated organisation for individuals and families in the greater North Brisbane area. At a variety of locations, Encircle Ltd identifies and responds to local community needs and offers a flexible range of support services, activities and opportunities within a safe and welcoming environment. Encircle Ltd is focused on early intervention and prevention, and encourages community participation with a strong volunteering philosophy.

The Pine Rivers Community Legal Service provides free legal advice on areas of law affecting those people disadvantaged in accessing the legal system. The service has a specific focus on family law and domestic and family violence law and provides the Domestic and Family Violence Duty Lawyer Service and the Child Protection Duty Lawyer Service at the Pine Rivers Magistrates Court.

The role of the Family Law and Domestic and Family Violence Solicitor, will be to provide high quality legal advice regarding family law and domestic and family violence law and to provide the Domestic and Family Violence and Child Protection Duty Lawyer services as rostered.

The following documents are enclosed:

1. Position Description
2. Practice Framework Policy

Your application should include a covering letter of no more than two pages, addressing the Key Selection Criteria and outlining your suitability for the role and attach your Resume. Applicants who do not address these Key Criteria will not be considered for an interview.

Apply by email, clearly marking the subject line "Confidential, Solicitor Application" and email to [louises@encircle.org.au](mailto:louises@encircle.org.au). Any enquiries should be directed to this email address.

Closing date for applications is 4.00pm 3<sup>rd</sup> May 2021.

Louise Skidmore  
Principal Solicitor

## **POSITION DESCRIPTION**

**Position:** Solicitor

**Reports to:** Principal Solicitor

**Hours:** 76 hours per fortnight

**Classification:** Social, Community, Home Care and Disability Services  
Industry Award 2010 Level 5.1

**Type of Position:** Contract- 5 months.

### **Purpose of the Role:**

To provide high quality generalist legal advice with a focus on Family Law and Domestic Family violence law.

To provide the Domestic and Family Violence Law Duty Lawyer Service and the Child Protection Duty Lawyer Service as part of a team of Solicitors at the Pine Rivers Community Legal Service.

To work well as part of a highly effective collaborative team.

This is a 5-month contract position.

### **Organisational Environment:**

Encircle Ltd is a not-for-profit community owned and operated organization for individuals and families in the greater north Brisbane area. Encircle responds to personal and community needs within a safe and welcoming environment through our focus areas that provide a flexible range of activities, supports and information.

Encircle operates in accordance with its Mission Statement, Practice Framework Policy and Operating Principles. All staff and volunteers adhere to Privacy and Confidentiality requirements, a Code of Conduct and actively participate in organisational planning and development.

The position of Family Law and Domestic and Family Violence Law Solicitor is with the Pine Rivers Community Legal Service within Encircle.

The position is based at Strathpine and Redcliffe, with outreach at various locations in the community.

Encircle Ltd offers a supportive team environment and offices are air conditioned. Occasional use of own car may be required and will be reimbursed as per the Social Community, Home Care and Disability Services Industry Services Award. Encircle is committed to flexible workplace practices.

### **Main Responsibilities and Duties:**

#### **General Responsibilities:**

- Provide frontline legal assistance services, including legal advice and legal information and perform legal tasks and ongoing legal support services.
- Assist clients to address issues related to family law and/ or address issues arising from and connected with family violence as defined in the Family Law

Act (Cth), this includes but is not limited to protection orders, child protection, housing, credit and/or debt, social security and mental health.

- Provide the Domestic and Family Law Duty Lawyer service as rostered at the Pine Rivers Magistrates Court.
- Provide the Child Protection Duty Lawyer Service as rostered at the Pine Rivers Magistrates Court,
- Provide generalist community law legal advice,
- Work effectively as a collaborative team member.
- Supervision of law students and volunteers.

## **Duties:**

### **Legal Advice, Information, Referrals, Tasks**

- Provide high quality accurate and comprehensive generalist legal advice and ongoing legal support, provide legal information and perform legal tasks at the Pine Rivers Community Legal Service based in Strathpine and Redcliffe.
- Provide family law advice and domestic and family violence law advice.
- Provide advice, assistance, referrals and information to clients presenting at the Domestic and Family Violence Duty Lawyer Service and the Child Protection Duty Lawyer Service at the Pine Rivers Magistrates Court, including representation, in accordance with the duty lawyer guidelines when rostered.
- Prepare and present community legal education workshops and seminars.
- Use CLASS data system and enter information into CLASS.
- Work as part of the larger team at Encircle and refer clients within Encircle and to other organizations and support services where appropriate.
- Supervise law students and volunteers.
- Participate in the development of strategic and innovative ways to identify and to respond to legal needs.
- Perform all necessary administrative work necessary to manage a busy workload, including accurate record-keeping in accordance with policies and procedures
- Undertake other duties as directed from time to time by the Principal Solicitor or Nominated Responsible Person.

### **Networking and Organisational**

- Actively participate in identified local and regional networks to ensure that the service works in partnership and collaboration to achieve better outcomes for clients.
- Comply with professional legal and ethical obligations, organizational policies and procedures, professional indemnity insurance, funding agreements, service standards and risk management obligations.
- Attend team and organization meetings as required.
- Participate in strategic planning and team building activities undertaken by the team and the organization.
- Maintain required professional development and annual practicing certificate requirements.
- Attend and participate in supervision.
- Keep informed of organizational support services and activities to ensure an integrated response for clients.

**Delegated Authorities:**

NIL

**Qualifications, Professional Memberships, Experience:****Essential:**

- Holds a current Queensland Practicing Certificate,
- Has a minimum of 6 months experience practice in family law and in domestic and family violence law and has the ability to provide immediate legal advice and assistance on such matters including the provision of the Duty Lawyer service.
- Working knowledge of CLASS data system or ability to acquire a working knowledge rapidly.

**Other requirements:**

Driver's license

**Key Selection Criteria:**

- Demonstrated understanding of Social Justice Principles.
- A high degree of professionalism and well-developed interpersonal skills with the desire and ability to liaise effectively and with empathy with a wide range of people including colleagues, clients, service providers, staff, students, and volunteers.
- Demonstrated understanding of the legal needs, issues and sensibilities of those people experiencing disadvantage in accessing the legal system.
- Demonstrated legal knowledge and skills and ability to provide family law and domestic and family violence law advice, with at least six months experience in the provision of domestic and family violence law advice.
- Demonstrated ability to convey complex legal information in a manner appropriate to the client group.
- Demonstrated capacity to work well in and contribute to an effective and collaborative small team.

## RATIONALE

The Practice Framework provides a shared understanding of how the mission statement, "To support individuals, families and strengthen our communities" is enacted in all the services and programs of Encircle Ltd

## POLICY STATEMENT

Encircle works within a Strength Based Framework in all interactions with the community it supports. A Strength Based Framework works alongside people to:

- identify and build on their competencies, resources and capacities rather than focus on perceived deficits
- identify and build on change that is naturally occurring and within the individual's control
- acknowledge that people are experts in their own lives, and uses language that reflects this
- see the problem as the problem, rather than the individual or group as the problem
- assist people to define their aspirations and goals and focus on the future
- recognize that change is constant and inevitable
- support self-determination through genuine choice and the right to participation, inclusion and consultation

At an organisational level and at a board (governance) level this influences processes, including how we evaluate, give and receive feedback, work collaboratively, make decisions and engage with new ideas. It also facilitates a mutual learning environment that values self-reflective practice.

### Encircle's Work Is

#### Community development oriented

The term "community" refers to both geographic communities and communities of interest:

- geographic communities i.e. people who identify with geographic areas
- communities of interest i.e. people who share a common history, culture, religion, experience or particular interest.

Community development strengthens individuals and groups to affect change in their own communities by engaging with others and building the skills and tools they need to bring about the desired change. A community development approach:

- involves individuals, families and communities in planning, direction setting, decision making and actions that impact on them
- builds the capacity of individuals, families and communities to address and find solutions to issues, and to set and achieve goals
- works collaboratively to achieve agreed outcomes

#### Child and young person centred

A child and young person centred approach means that children and young people are:

- at the centre of the process
- treated with respect and dignity
- given appropriate opportunities to participate and to be listened to
- supported and involved in developmentally-appropriate ways
- recognized as experts on their own experiences
- given choices and involved in decision making

- supported within the family context to build skills and strategies for the future
- provided with opportunities to develop and strengthen their peer relationships
- supported to develop healthy identities and skills as young adults

#### Family focused

A family focused approach for relevant services:

- embraces the multiplicity of family types and situations
- requires workers to create a partnership with families, and work collaboratively with them
- includes family members in all decision making and planning activities at the level of participation they choose
- acknowledges the family members as the experts on their particular situation
- acknowledges families as the experts on their child's needs and abilities
- assists families to identify their strengths and build family resilience and resources
- involves families as participants in a continuous improvement processes.

#### Prevention and early intervention focused.

Prevention:

- is underpinned by education and information.
- employs activities and strategies that support and promote individual, family and community wellbeing.
- builds capacity.
- supports self-reliance.

Early intervention:

- responds to individuals, families and communities that have displayed early signs of a risk or problem
- aims to minimize the extent of intervention required
- focuses on strengthening resilience
- may include follow up support after an initial intervention has been provided

Encircle's Practice Framework is Informed and Guided by the Following Operating Principles:

#### Social Justice

Socially just practice is premised upon a commitment to access, equity, participation and rights for all members of the community, particularly those who are vulnerable or systemically marginalized, including but not limited to;

- children and young people
- women
- Aboriginal and Torres Strait Islanders
- those with mental health issues
- people who are homeless or at risk of homelessness
- unemployed people
- sole parent families

Implementing socially just practice means ensuring:

- everyone is informed about and has access to services regardless of education, religion, abilities, marital status, sexual orientation, health status, socio-economic status, gender, culture or other personal factors or life choices
- where necessary, strategies to promote and facilitate access and equity for identified/marginalised groups may be utilised
- all position descriptions include "Demonstrated understanding of, and commitment to the principles of Social Justice" as a selection criterion
- Encircle's workforce is appropriately skilled in cross cultural awareness
- work practices are inclusive, promote a sense of belonging, and contribute to an

- environment in which everyone feels respected and valued
- the organisation, staff and volunteers act fairly, in good faith and without bias

### Professionalism

Professionalism involves demonstrating a high standard of ethics and behaviour in all work activities:

- maintaining a commitment to best practice, innovation and ongoing learning and development
- maintaining personal and professional boundaries
- working in accordance with industry standards
- employing workers who are appropriately qualified

### Integrity

Integrity involves honesty, truthfulness and authenticity; it is demonstrated by consistency and methods:

- in the development of the organisational mission statement, policies and procedures
- by working in accordance with the mission statement, policies, procedures and funding body standards
- by engaging in self-reflective practice
- by declaring any conflict of interests
- by ensuring appropriate use of the organisation's resources

### Transparency

Transparency involves openness, communication and accountability and requires appropriate governance and reporting structures and systems, by ensuring:

- decision-making processes are based on consultation and collaboration i.e. people play an active part in decisions that will affect them
- rights, roles, responsibilities are explored and made explicit
- stakeholders understand the provisions (or boundaries) of privacy and confidentiality
- the right of individuals to access information relating to them

### Respect

Respect involves a high regard for people's intrinsic worth, their right to self-determination, participation and inclusion; it is demonstrated by:

- recognizing people's potential
- honouring and valuing people's strengths and seeking to learn from them
- acknowledging people's right to safety and resources
- valuing people's uniqueness and diversity

### Partnership

Partnership involves cooperation and/or collaboration and may be informal or formal. We will work in partnership with the community, other organisations and funding bodies in order to best meet the needs of clients and the community, and to maximise resources. When working in partnership we will:

- ensure there is a shared purpose and agreed outcomes
- ensure there are defined roles, responsibilities and procedures
- engage in shared decision making processes
- encourage mutual learning by sharing resources, information, knowledge and networks
- work to maintain strong and positive relationships.

