



NORTH WEST COMMUNITY LEGAL CENTRE INC.

FULL TIME LEGAL PRACTITIONER

The North West Community Legal Centre Inc, a community based organisation providing legal advice and assistance, is looking for a suitably qualified and experienced person to undertake the role of full time legal practitioner in our organisation.

Duties:

The provision of legal advice and assistance in a range of legal and related matters and community legal education.

Qualifications:

Admitted, or eligible to be admitted, as a practitioner of the Supreme Court of Tasmania and the High Court of Australia.

Other Requirements:

- Current driver's licence.
- A commitment to the Mission Statement of the Centre.

Salary and Conditions:

Social, Community, Home Care and Disability Services Industry Award 2010

Conditions of employment are to be negotiated with the successful applicant.

Enquiries and Position Description:

Chris Young – Coordinator/Solicitor
Phone: 6424 8720 – (9.00am - 5.00pm Monday – Friday)
Email: nwclc@bigpond.net.au

Written Applications to:

The Chairperson
North West Community Legal Centre Inc.
PO Box 743
Devonport 7310

Applications close 5.00pm Friday, 24 June 2016

NORTH WEST COMMUNITY LEGAL CENTRE INC.

JOB DESCRIPTION

POSITION: Generalist Legal Practitioner

SALARY: Level 3, Pay Point 4 of the Home Care and Disability Services Industry Award 2010

SUPERVISOR: Coordinator/Principal Legal Practitioner

FUNCTION: Responsible to the Coordinator/Principal Legal Practitioner for provision of generalist legal advice, casework, community legal education and law reform activities at the North West Community Legal Centre Devonport office and Outreach locations at the direction of the Coordinator/Principal Legal Practitioner.

PRIMARY TASKS

1. Advise clients of the North West Community Legal Centre and refer if necessary to other appropriate services.
2. As required provide legal advice to clients at various community agencies in and around the North West Coast of Tasmania.
3. Assist clients to complete documents, for example, assist in drafting applications for Restraint Orders, and Minor Civil Claims applications.
4. Undertake legal casework in consultation with the Principal Legal Practitioner.
5. Draft legal information kits for the public in consultation with the Principal Legal Practitioner.
6. Assist the Principal Legal Practitioner in Law Reform Issues by researching and assisting with written reports.
7. Other tasks as directed by Principal Legal Practitioner.

KNOWLEDGE, SKILLS & QUALIFICATIONS

Entitled to practice as a Legal Practitioner in the Supreme Court of Tasmania and the Federal Court of Australia

Knowledge of Legal Processes and Legal Service Delivery

Knowledge of or capacity to develop knowledge of Civil law, Criminal law, Family Law and an appreciation of Welfare Rights legislation.

Negotiation, advocacy and mediation skills

Demonstrated research and analytical skills

Oral and written expression of a high standard including computer skills

Managerial and organisational skills

An understanding and commitment to the North West Community Legal Centre Inc. philosophy in social justice issues

Authorised: **Noted/Agreed:**

(For Employer)

(Employee)

Position:

Date:

Date:.....