

BALIT NGULU LEGAL SERVICE

POSITION DESCRIPTION

TITLE: Youth Justice Solicitor	CLOSING DATE: 31 January 2018
CLASSIFICATION : LO Level 2.2 – 3.4 \$55,150 - \$ 68,310	DATE OF COMPLETION: 12 month contract
REPORTS TO: Legal Practice Manager	CONTACT FOR APPLICANTS: Kathryn Morris, Corporate Service Coordinator (03) 9418 5999 kmorris@vals.org.au

PURPOSE OF POSITION:

To provide high quality legal services, including duty lawyer services, representation, advice and information in criminal law matters to Aboriginal and Torres Strait Islander youth in Victoria.

BALIT NGULU LEGAL SERVICE VISION AND VALUES

Vision: Balit Ngulu Legal Service will have a fair, equitable and accessible legal assistance service system which is available to all Aboriginal and Torres Strait Islander youth.

Values: Balit Ngulu Legal Service is committed to caring for the safety and psychological well-being of Aboriginal and Torres Strait Islander youth, their families and communities and to respecting the cultural diversity, values and beliefs of clients.

Mission: To improve the access of Aboriginal and Torres Strait Islander youth to high-quality, culturally sensitive and responsive legal services and to undertake reform activities, so that their rights are protected and promoted.

1. DUTIES

- 1.1. Appear and advocate for and with Aboriginal young people in Victoria in various courts including the Children's Court Criminal Division and Children's Koori Courts in order to represent clients of Balit Ngulu Legal Service.
- 1.2. Deliver a quality legal service by conducting casework in criminal law matters for young members of Aboriginal and Torres Strait Islander communities.
- 1.3. Advocate for and with Aboriginal young people in Victoria.
- 1.4. Participate in community legal education projects, law and policy reform and other Balit Ngulu Legal Service projects as required.
- 1.5. Contribute to and participate in the collaborative relationship between Victoria Legal Aid and other community organizations with whom Balit Ngulu Legal Service interacts.
- 1.6. Keep up to date with relevant legal developments and procedures by attending professional legal education programs and maintain an understanding of issues impacting the justice system and members of the Aboriginal and Torres Strait Islander Communities.

2. MANDATORY QUALIFICATIONS

Mandatory

- 1.1. Admitted or eligible for admission as a legal practitioner in Victoria.
- 1.2. The incumbent will be required to obtain a Working with Children check.
- 1.3. A current Victorian driver's license.

Desirable

- 1.4. Membership to either of the following Victoria Legal Aid panels:
 - 1.4.1. Indictable Crime Panel and its Youth Crime subset; and/or
 - 1.4.2. Summary Crime Panel and its Youth Crime subset.

3. KEY SELECTION CRITERIA

- 3.1. An excellent understanding of the Victorian Aboriginal community and the issues important to community, particularly as they relate to young people.
- 3.2. Demonstrated ability to lead systemic advocacy on behalf of young people.
- 3.3. Capacity to work as an advocate and caseworker in complex criminal law matters.
- 3.4. Substantial knowledge of and practical experience in the law and court procedures with a focus on the criminal law jurisdiction.
- 3.5. Ability to supervise, mentor and train staff and contribute to the development of individuals and their knowledge and skills in criminal law.

- 3.6. Sound interpersonal skills and the capacity to communicate effectively with Aboriginal and Torres Strait Islander young people.
- 3.7. The ability to work collaboratively with others and to foster a co-operative and supportive team environment.
- 3.8. A knowledge of the principles and values of Aboriginal Community Controlled Organisations.
- 3.9. Basic competency in the use of MS Office Software (particularly MS Word, Excel, E-mail) to a legal practice and the capacity to quickly acquire competency in the use of Balit Ngulu Legal Service client database.

4. OTHER RELEVANT INFORMATION

- 4.1. This position is based at the Balit Ngulu Legal Service office in Broadmeadows, Victoria.
- 4.2. You will be required to travel across Victoria to deliver services to the Victorian Aboriginal communities. Sometimes this travel will occur outside of usual business hours.
- 4.3. Staff will be required to obtain a police check and/or a working with children check.

5. ORGANISATION CONTEXT

- 5.1. Balit Ngulu Legal Service is a community driven legal practice for youth of the Aboriginal and Torres Strait Islander community in Victoria. Balit Ngulu Legal Service provides legal aid services to youth both in-house and through the use of private practitioners or members of the Victorian Bar from time to time. Our services include duty lawyer services, case work on individual cases, advocacy, legal information and community legal education.
- 5.2. The position reports to the Legal Practice Manager.

Reviewing and approving this Position Description		
Frequency	Person responsible	Approval
Six months	Human Resources Administration Officer	DCEO CEO

Position Description review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	23 May 2017	CEO & DCEO	23 November 2017
2	January 2018		June 2018
3			
4			
5			
6			

