

Job Description

Welfare Rights Solicitor



Job Description Fields	Details
Service	Generalist Legal Service
Classification	Part time (28 hours per week)
Grade/Year	Grade 4 / Year Subject to experience (Illawarra Legal Centre Enterprise Agreement 2016)
Date of Approval	November 2023
Organisation Website	www.illawarralegalcentre.org.au

Organisation overview

Illawarra Legal Centre Inc (ILC) exists to support vulnerable and disadvantaged people to access free legal services and to recognise their legal rights.

ILC's people are dedicated, driven, person focused and committed to the principles of social justice and human rights.

Primary purpose of the role

The primary purpose of the Welfare Rights Solicitor is to provide advocacy and casework in Social Security (Centrelink) matters as part of the Generalist Solicitors Service. The Welfare Rights Solicitor undertakes policy and law reform work in this area of legislation, as well as provides community legal education to both community workers and clients.

Key accountabilities

- Provide advice and information focused on resolving Social Security legal issues and increasing client capacity. This includes assistance and/or representation with appeals to the Administrative Appeals Tribunal.
- Provide casework support to vulnerable people requiring legal support
- To provide community education and training on the Social Security system and related matters to the general community and community sector workers.
- Work effectively as part of the multidisciplinary team of ILC
- Undertake all necessary administrative, clerical and Centre processes to ensure timely and accurate information is stored to minimise potential conflict issues and meet funding body requirements.
- Identify gaps in community knowledge, and plan, develop and deliver community legal education.
- Participate in local networks to promote the service and strengthen links with key contacts that improve access for clients.
- Identify policy and law reform issues, within the Illawarra Region, and as a part of Economic Justice Australia, and contribute to and assist in the preparation of policy documents and law reform submission on issues affecting clients.

Role accountability

Internal

Who	Why
Coordinator	<ul style="list-style-type: none"> The Coordinator oversees work practices of all employees of ILC.
Principal Solicitor	<ul style="list-style-type: none"> The Principal Solicitor oversees the legal practices of ILC.

External

Who	Why
Community Services	<ul style="list-style-type: none"> The ensure knowledge of ILC Welfare Rights service
Centrelink	<ul style="list-style-type: none"> To reduce barriers to advocating for clients and resolving matters

Essential knowledge and experience

- An Australian practising certificate.
- Demonstrated understanding of the legal needs of disadvantaged groups
- Ability to work within a trauma informed and culturally aware framework with people from diverse backgrounds
- Demonstrated Advocacy and negotiation skills.
- Demonstrated capacity in developing and delivering Community Legal Education to Community members and networks.
- Excellent verbal and written communication skills.
- Ability to negotiate tasks.
- Demonstrated ability to work independently and also within a team environment.
- Demonstrated experience in administration and ability to undertake own administrative duties in accordance with policy.

Essential requirements

- Demonstrated understanding and experience in complying with regulatory, ethical, privacy and other relevant guidelines.
- Superior interpersonal skills including ability to establish and maintain effective relationships with clients, colleagues and stakeholders and exercise tact and sound judgement.
- Commitment to the philosophy of Community Legal Centres.
- Commitment to collaboration and team based work
- Commitment to social justice, access and equity.
- A current drivers licence and access to a comprehensively insured motor vehicle or other mode of transport that ensures ability to attend outreach/ community locations.

Professional Attributes

What	How	Skill level
Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Keep up to date with best practice principles Look for and participate in opportunities to learn new skills and develop strengths Identify personal goals and work to achieve them Reflect on own work and performance Seek constructive feedback and guidance Demonstrate and maintain a high level of personal commitment to role 	High

<p>Effective Communication Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Tailor communication to varying audiences • Clearly provide information and advice to individuals and groups • Support others to be heard, listen attentively and encourage them to express their views • Share information across teams to support client needs • Write fluently in plain English across a variety of documents including notes, letters, emails 	High
<p>Be client focussed Provide person centred services in line with best practices, organisational policy and procedure</p>	<ul style="list-style-type: none"> • Focus on providing clients with individual services to their unique situation • Support a client-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to clients • Assess client situations and provide information on available options • Advocate and negotiate on behalf of the client as instructed by the client • Cooperate across work areas to improve outcomes for clients 	High
<p>Work Collaboratively Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration across all roles • Value and respect colleagues experience, ideas and respect individual views which differ from your own • Support cooperation and reduce challenges to information sharing and communication across teams • Identify opportunities to use the strengths of others to solve issues and develop better processes and approaches to work • Actively seek solutions to help clients solve problems and improve services 	High
<p>Influence and Negotiate Gain commitment from others, and resolve issues and conflicts</p>	<ul style="list-style-type: none"> • Influence others with a fair and considered approach obtaining a beneficial client outcome • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Actively work to minimise conflict within the organisation 	High

Demonstrate Accountability

Be proactive and responsible for own actions, reflect on performance and work to improve

- Be accountable and transparent with locations and times of work
- Communicate absences from work or changes to plans as soon as practicable and with all relevant people
- Ensure your actions are focused on achieving client and organisational outcomes
- Plan and use annual leave focussing on self-care and in line with organisational budgets and other resources
- Ensure training costs and other purchases are made seeking the best value for money and with sufficient time to minimise impact on organisational budget and other resources
- Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety
- Participate in supervision to support achieving goals, improve practice and continuous improvement

High

Personal Attributes

What	Description	Level
Display Resilience and Courage	Be open and honest, prepared to express your views, hear differing views and willing to accept and commit to change	Intermediate
Act with honesty and integrity	Be ethical and professional, and uphold and promote ILC values	High
Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	High

Service Outcomes

Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
Plan and Prioritise	Plan to achieve outcomes and respond flexibly to changing situations	High
Think and Solve Problems	Think, evaluate and consider all factors to develop practical solutions	Intermediate

Auxiliary

Administration	Undertake and complete all administration duties relevant to the role in line with specified timelines, policy and supervisor requirements	Intermediate
Technology	Understand and use available technologies to work efficiently, complete data requirements	Intermediate

Welfare Rights Solicitor - Part time (28 hours per week)

About ILC and our benefits

Established in 1985, Illawarra Legal Centre Inc (ILC) is a Community Based Legal Centre based in Warrarong, providing free legal advice and other legal services to people in the Illawarra and surrounding areas.

ILC is an accredited member of the National Association of Community Legal Centres (NACLC). ILC has a philosophy of making law accessible to those who are disadvantaged, marginalised and people generally considered in poverty.

ILC enables clients and members of the community to realise their rights, gain access to justice, resolve legal issues and problems impacting on their lives by providing casework, community legal education and law reform.

Our Services

ILC is a multidisciplinary service, recognising people often have several legal matters, which ensures people can obtain advice and support to address their legal needs.

Benefits

- A clear commitment to providing a safe, welcoming workplace. We provide equal opportunities regardless of gender identity, ethnicity, sexual orientation, disability or age.
- A flexible work environment, including work from the office and home
- 5 weeks annual leave, plus 17.5% leave loading
- Salary Sacrifice
- Additional week off over Christmas/ New Year, in addition to annual leave
- Generous personal leave entitlements
- Employee Assistance Program
- Continued training and professional development opportunities

Salary

- \$98555 - \$103017 (pro rata) (plus 11% Super + 17.5% Leave loading)
- Up to \$16000 salary sacrifice

Applications should be marked as confidential and addressed to:

Louise Farroway

Coordinator

lfarroway@illawarralegalcentre.org.au

Applications close 5pm on 6th December 2023.

Applications **must** address the Essential Knowledge and Requirements to be considered.

Successful applicants will be notified of interview times and method via email.