

## Schedule B – Position Description

<b>Organisation</b>	Midland Information Debt and Legal Advocacy Service Inc. (Midlas)
<b>Position Title</b>	Solicitor – Family Law
<b>Department</b>	Legal Services
<b>Reporting To</b>	Principal Solicitor
<b>Direct Reports</b>	Nil
<b>Vision</b>	Building Resilient Communities
<b>Mission</b>	We partner with individuals and organisations to promote independence, strength and wellbeing in our community through support, advocacy and education
<b>Values</b>	Caring for people Developing Partnerships Supporting our Community
<b>Location</b>	12 Old Great Northern Highway Midland WA 6056

Midlas is an Equal Opportunity Employer  
This position is subject to continued funding

### KEY RESPONSIBILITIES

1. Provide advice and assistance to victims of family and domestic violence;
2. Provide a family law service and criminal injuries compensation service within the limitations of funding and time restrictions;
3. Provide and facilitate community legal education;
4. Assist with training law students, legal volunteers and interns;
5. Develop and liaise with key stakeholders to ensure good referral pathways, enhanced community education service provision, and optimal client outcomes;
6. Play an active and constructive role in the Midlas client services team, working together to achieve the strategic direction of the organisation;
7. Ensure that the organisation meets its statutory and contractual obligations.

### STATEMENT OF DUTIES

#### Service Delivery

1. Family Violence
  - Advice and information before the lodging of FVRO applications;
  - Representation at Mention and Direction Hearings;
  - Representation at VRO Final Order Hearings;
  - Representation at applications to cancel a FVRO;
  - Preparation of Undertakings for clients;
  - Preparation of statements, affidavit evidence and books of documents for trial;
2. Criminal Injuries Compensation Claims
  - Criminal Injuries Claims – Minor assistance and case work;
  - Preparation of victim impact statements and statements of events.

3. Family Law
  - Advice on divorce and separation;
  - Advice on children's issues;
  - Preparing Family Court documentation;
  - Preparing letters of advice and general correspondence
4. Disability Discrimination Law
  - Advise on matter related to Disability Discrimination
  - Prepare letters of advice and general correspondence
  - Work with the Legal team to develop new processes and practices for DDL
5. Provide emergency relief as appropriate;
6. Maintain a high standard of case work management including the provision of timely follow-up actions as required;
7. Support team members to ensure that individuals or families receive a holistic service and complex cases are managed appropriately.

### **Community Engagement**

1. Maintain and deliver community legal education to facilitate the building of resilient communities;
2. Liaise with networks and communities to strengthen our profile and promote sustainable growth;

### **Administration and Reporting**

1. Ensure appropriate service delivery in respect to funding and contracts with an emphasis on person-centred integrated service and program standards;
2. Support the organisational strategic goals to ensure high quality outcomes are achieved in line with contractual obligations and audit requirements;
3. Maintain necessary personal professional development and accreditation requirements;
4. Monitor all case work to ensure best practice and adherence to legal requirements and funding body requirements.

### **Other Duties**

1. Work in partnership with the Principal Solicitor to ensure that there is consistency, continuous improvement and cohesiveness within the client services team;
2. Support and work in accordance with Midlas policies and procedures;
3. Support the organisational strategic focus and objectives;
4. Other duties as directed by management.

### **SELECTION CRITERIA**

#### **Essential**

1. Demonstrated high level of communication skills, both written and oral, including interpersonal and presentation skills;
2. Demonstrated coordination experience in supervising a variety of services and diverse staffing complement;

3. Knowledge and experience of community services and the issues impacting upon people engaging with these services;
4. Current Western Australian Legal Practice Certificate
5. Clear understanding of the obligations under the Legal Profession Act and Legal Profession Regulations
6. Demonstrated understanding of legislation in the areas of Family Law, Family Violence and Criminal Injuries Compensation.

### **Special Requirements**

Provision of a clear Police clearance certificate.

### **Limitation of Authority**

The Solicitor is authorised to take any reasonable action necessary to achieve the requirements contained in this job description, provided such action is within the framework of policies and procedures of Midlas and any other specific directives of the Chief Executive Officer.

This Job description works with and relies upon the current separate Key Performance Indicators.

Employee:

Date:

CEO:

Date: