

Position Description: Solicitor

Introduction

Seniors Rights Service is a community legal centre that is the leading community-based provider of legal services, aged care advocacy and rights education and information to seniors in NSW. The office is in Surry Hills although we are currently working from home due to COVID-19 restrictions and we envisage flexible work arrangements including working remotely for part of the week will continue. The Solicitor position is part of a small team that provides free legal advice and assistance to older people, prioritising those who are vulnerable or disadvantaged.

Accountability and Supervision

- The Solicitor reports to the Manager Legal Services.

Primary Objective

- Provide legal advice and assistance to older people through a telephone advice and case work service.
- Contribute to a multi-disciplinary service that utilises social support and advocacy in a holistic practice.
- Provide legal information and education to older people within the community to help them understand their legal rights and how to assert them.
- Contribute to policy development and law reform to improve the protection of the legal rights of older people.

The Role

Salary and Hours \$98,242 p.a. on SCHCADS Level 7.2 (\$53.97 per hour for a 35 hour week)

Performance Areas

- Legal advice and casework
- Community Education
- Policy and Law Reform

Performance Area 1 – Legal advice and casework

- Provide legal advice by telephone, in face to face consultations and in writing.
- Undertake legal casework and legal tasks.
- Ensure compliance with the Community Legal Centres Risk Management Guide.
- Maintain the highest ethical and professional standards with clients, other staff and members of the community.

Performance Area 2 – Community Legal Education

- Develop and present community legal education seminars and webinars to older people and those who work with them.
- Contribute to the development of print and video legal education resources.
- Travel within NSW to present community legal education sessions.
- Identify gaps in community education needs and develop legal resources in response.

Performance Area 3 – Policy and Law Reform

- Perform research and assist with law reform projects.
- Contribute to the evaluation and quality improvement of Seniors Rights Service’s legal practice and review practice policies and procedures to ensure compliance with best practice community legal services.

Essential Selection Criteria

1. A current Australian Practising Certificate or eligibility to acquire one immediately.
2. Experience in at least two of the following areas of law, and ability to acquire knowledge of and work in the others:
 - Wills and estates, including family provision claims
 - Planning ahead – enduring guardian, enduring power of attorney, advance care directives
 - Domestic or family violence and AVO matters
 - Social Security law and/or Aged Care law
 - Strata law
 - Retirement Villages law
 - Tenancy and/or residential land lease communities law
 - Consumer law or home building disputes
 - Contract law.
3. Experience with legal casework, including representation at court or tribunals; and administration of your own advice and casework files.
4. Ability to give advice over the telephone in a high volume work environment, and to assist clients develop an understanding of their legal rights, options for action and obligations.
5. Ability to meet deadlines and to manage a diverse workload.
6. Highly developed oral and written communication skills including the ability to deliver community legal education and contribute to policy papers and law reform.
7. Ability to work as a member of a team.
8. Experience using computers running Windows 10 and using recent editions of Microsoft Office programs – Word and Outlook in particular.
9. Understanding of measures required to maintain client confidentiality and information security whilst working remotely .

Desirable Selection Criteria

1. Supreme Court experience highly regarded.
2. Experience working in a community legal centre.
3. Experience assisting vulnerable older people who:
 - a. are socially and/or economically disadvantaged;
 - c. are from culturally and linguistically diverse backgrounds;
 - d. identify as Aboriginal or Torres Strait Islander people;
 - e. identify as LGBTI people;
 - f. live with a disability, including cognitive disability or dementia;
 - g. have suffered trauma; and or
 - h. are experiencing mental illness.
4. An understanding of the dynamics of the abuse of older people and related legal issues, including family agreements, assets for care arrangements, misuse of powers of attorney and eviction of adult children from the family home