

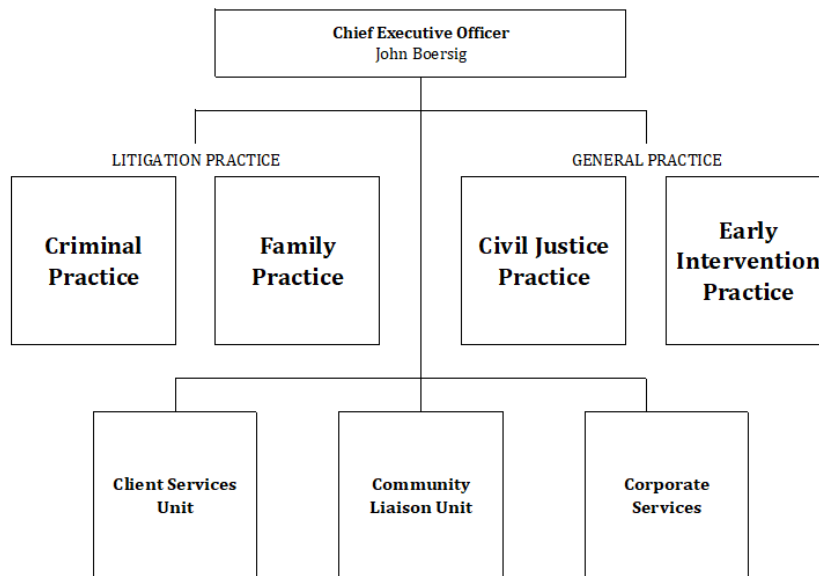
Position Title	Outreach Lawyer
Classification	Legal 1/2
Responsible to	Experienced Lawyer
Number of direct reports	Nil
Number of indirect reports	Nil

The Legal Aid Commission (ACT)

The Legal Aid Commission (Legal Aid) is established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the ACT by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about Legal Aid can be found at <http://www.legalaidact.org.au>



Outreach Program

The Outreach Program sits within the Civil Justice Practice and encompasses Community Legal Education (CLE) and community information services across migration, discrimination, human rights, housing, disability and other civil, family and criminal law areas.

The Outreach Program was created in response to community demand for legal assistance. A range of outreach legal clinics are conducted in partnership with health providers, community and university agencies/education providers. The program is responsive to changes in community need and seeks to be agile in addressing diversity within the community.

This program works closely with community legal education activities, through seminars, online and printed publications, brochures, newsletters and posters, as well as providing extended telephone and chat line access.

Position Dimension and Relationships

The Outreach Lawyer (either a Legal 1 or Legal 2 lawyer) will provide information, legal advice, legal assistance and community legal education as a member of the Community Legal Team within the Civil Justice Practice. Outreach sites include ACT Colleges, migration clinics and organisations which provide frontline services in the LGBTIQ+ community, and new sites as developed by the team. In addition, the Outreach Lawyer may conduct outreach service in community centres or venues and attend Correctional or Detention Centres such as the Bimberi Youth Justice Centre and the Alexander Maconochie Centre.

The Outreach Lawyer can also expect to work closely with litigation and specialist services within Legal Aid including the Community Liaison Unit, the Communications Officer, Helpline, Family and Domestic Violence Unit, OPALS, and Youth Law Centre. All lawyers can expect to represent clients in Courts and Tribunals.

Essential Duties and Responsibilities

Under supervisory direction, the Outreach Lawyer will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Provide legal information and advice at face-to-face interviews, or by telephone as required
- Provide information, referrals and minor assistance to clients
- Attend Territory and Commonwealth Courts and Tribunals as an advocate or duty lawyer - providing advice and appearing in applications, pleas or hearings as appropriate
- Attend remand and prison facilities to provide legal advice and information
- Provide outreach services established by the office and provide legal advice and other services as required
- Conduct civil, criminal or family law case work on behalf of legally-assisted clients
- Brief counsel to appear, as appropriate, for clients in applications and hearings before courts and tribunals
- Assist in the development and delivery of community legal education
- Assist with law student placements
- Assist in the preparation of law reform submissions and responses to law reform proposals
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- Comply with all Legal Aid policies and procedures
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

Selection Criteria

Essential:

1. Restricted Practising Certificate in the ACT
2. Knowledge of ACT and Commonwealth law and procedure including ability to research and interpret a variety of legislation
3. Highly developed written and oral communication skills and the ability to conduct cases with limited supervision; advocacy skills or ability to quickly gain experience in advocacy.
4. Initiative, sound judgement and the capacity to respond to requests for assistance in urgent matters while working in a team environment
5. Ability to work with people identifying as LGBTIQ+
6. Ability to work with Aboriginal and Torres Strait Islander people, people experiencing physical or mental illness, and people from disadvantaged or culturally and linguistically diverse backgrounds

Highly Desirable:

1. Lived experience with identifying as LGBTIQ+ or ally of people identifying as LGBTIQ+