**Position Title: Lawyer, Community and Health Justice Partnerships**

**Reports to: Managing Lawyer, Community and Health Justice Partnerships**

**Date: August 2021**

LawRight’s Community and Health Justice Partnerships (**CHJP**) increase access to justice through partnerships at 14 locations, where staff and visiting pro bono lawyers collaborate with health and community workers to resolve the complex, intersecting problems of clients. Our integrated legal services improve the health and well-being and the access to housing, income and legal rights of the communities where they are located.

The Lawyer will manage legal services provided through their assigned Partnerships.

The Lawyer will be required to obtain and enhance knowledge in relevant areas of law, conduct file supervision and auditing, contribute to resource development and training, develop and maintain relationships with strategic partners, develop and maintain precedents and templates, undertake policy and reform work, and engage in legal clinic development.

The Lawyer will liaise with the Managing Lawyer and other LawRight staff to ensure the successful coordination of the Partnerships.

**DUTIES AND RESPONSIBILITIES** include the following:

1. Supervise and direct legal work through your Partnerships, including:
   * developing and maintaining relationships with pro bono partner firms and community agencies;
   * assisting volunteer lawyers to determine the strategic direction of individual client files;
   * providing guidance and support to volunteer lawyers to direct individual client files, including guidance in relevant areas of law;
   * regularly attending outreach locations to meet clients and/or support volunteer lawyers;
   * checking records of legal advice for accuracy;

* conducting legal research to verify accuracy of advice and to supplement advice;
* conducting regular, detailed audits of existing files;
* developing and executing a strategic plan for your Legal Clinics in line with the overall goals of the Community and Health Justice Partnership program and LawRight;
* facilitating effect referrals from partner community agencies; and
* carrying out all other tasks as necessary for the effective management of your files.

1. The Lawyer may be co-located at a partner community agency up to one day a week, providing direct legal advice and facilitating ongoing client casework;
2. Undertake direct advice and representation work where agreed;
3. Undertake policy and systemic advocacy work to promote positive change for issues relevant to your client base;
4. Contribute to the CHJP’s training program through the delivery of training sessions to volunteer lawyers and caseworkers, development of internal training resources, and organising relevant CPD and CLE training sessions.
5. Maintain existing and develop new resources, such as templates, precedents, and factsheets;
6. Contribute to the effective operation of the CHJP program through strategic engagement with stakeholders, particularly partner firms and host community agencies;
7. Enhance, publicise and promote the work of the CHJP, including through development of promotional material and articles for publications;
8. Facilitate appropriate referrals (both within LawRight and externally) and maintain up to date and appropriate referral information;
9. Undertake other tasks as required; and
10. Participate in the general activities of LawRight, including contributing to the organisation of events, and assist with the general running of the LawRight office.