

Role Description

Lawyer – Unrestricted Practice

Organisation	Caxton Legal Centre
Business Unit/Practice	Family, Domestic Violence and Elder Law Practice
Location	Brisbane
Reports to	Legal Practice Director
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5
Approved By	CEO
Date of Approval	September 2021

Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

Our vision:

A just and inclusive Queensland.

Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

Primary purpose of the role

This role is responsible for providing family law and domestic and family violence legal advice and casework to clients at the Centre or at the duty lawyer offices in Brisbane. Other duties may include supervising volunteers including at night sessions, supervising student legal clinics (family law), and supervising PLT students and secondees.

Key accountabilities

- Apply and strengthen existing knowledge of relevant areas of law to deliver legal advice and casework as directed by the Practice Director
- Work collaboratively with social workers to provide holistic, client-centered services to diverse clients within a human rights framework
- Deliver community education, engage in sector development and networking, contribute to law and policy reform
- Work with volunteers and students who are assisting to deliver the advice programs

Key challenges

- Working with clients with complex legal and social issues
- Providing advice to clients from diverse backgrounds
- Determining the scope of services to provide to clients within a restricted funding environment

Key relationships

Who	Why
Internal	
• Social workers	• To provide a holistic service to clients beyond legal advice
• Front office team	• For coordination of client clinics

Role dimensions

Decision making

Identify and refer clients with social welfare issues to the social worker
Scope of additional services

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Demonstrated 2 years post-admission experience in the areas of family law and domestic violence.
Bachelor of Laws
Eligible for admission as a legal practitioner of the Supreme Court of Queensland
Current Practicing Certificate (unrestricted)

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: