

Role Description

Lawyer – Unrestricted Practice (OPALS)

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	June 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 legal advice and casework to clients of the Older Persons Advocacy and Legal Service (OPALS) which is a multi-disciplinary lawyer-social worker service that assists older persons experiencing elder abuse. OPALS is a health justice partnership with Metro South Hospital and Health Service currently delivered at the Princess Alexandra Hospital, Logan Hospital, QEII Hospital, Redlands Hospital and other community health services in the Metro South Health region. OPALS intends to expand its delivery of services with a focus on regional, rural and remote service delivery. OPALS also intends to expand its delivery of services to older persons experiencing financial elder abuse via a new partnership with Metro North (Royal Brisbane and Women's Hospital) and the Seniors Legal and Support Service (SLASS). The role may be required to work across one or more of these locations/expansions. In addition to direct client assistance, the role delivers 'elder abuse red-flag' training (materials already established) and provides secondary consultations (deidentified case discussions) to health professionals.

Key accountabilities

- Deliver legal advice and casework for clients of the Older Persons Advocacy and Legal Service (OPALS).
- Work in a team under the direction of the OPALS Senior Lawyer in one or more locations/expansion settings to assist older persons to enhance their decision-making agency and their safety, security and wellbeing.
- Work collaboratively with the OPALS social workers, SLASS social workers, hospital social workers and health service partners to provide a holistic, client-centered and culturally appropriate service to diverse clients within a human rights framework.
- Work collaboratively to implement, develop and refine the health justice partnership and OPALS service.
- Deliver health service partner training and community education, engage in networking and maintain referral pathways and partnerships.
- Assist the Senior Lawyer with funding reporting requirements.

Key challenges

- Working with and assisting clients with complex legal, social and health issues, including those who have experienced elder abuse.
- Providing client-centered services adapted to the needs of older persons, including through appropriate and accessible communication.
- Maintaining high standards of professional integrity whilst balancing legal profession obligations and collaborative working relationships.
- Maintaining, resilient, adaptable and innovative problem-solving skills in potentially urgent, complex and high stress working conditions.
- Delivering and adapting legal services within a health setting and in accordance with Caxton's Practice Manual, Code of Ethics and Conduct, and OPALS governance documents.
- Providing advice, information and assistance to clients who may have an impairment or be culturally or linguistically diverse

Key relationships

Who	Why
Internal	
• OPALS social workers	• To provide an integrated lawyer-social worker service to OPALS clients
• Seniors Legal and Support social workers and lawyers	• To refer clients between OPALS and SLASS services.
• Other Caxton services	• To refer clients between OPALS and other existing Caxton services that are identified.
• OPALS Senior Lawyer and Director of FDVELP	• To receive direction and supervision to apply and strengthen existing knowledge of relevant areas of law to deliver legal advice and casework as directed.
External	
• Health Service Partners	• To obtain referrals, provide secondary consultations and deliver training. • To collaborate on implementation and development of the health justice partnership.

Role dimensions

Decision making

1. Provide legal advice with limited supervision.
2. Identify and refer patients for post-discharge OPALS community social worker follow-up support.
3. Advise on conflict cases and escalate as required.
4. Provide secondary consultations directly to health service workers.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

1. Bachelor of Laws
2. Eligible for admission as a legal practitioner of the Supreme Court of Queensland
3. Current Unrestricted Practicing Certificate
4. Demonstrated experience in domestic and family violence law, family law, general and elder law.
5. Demonstrated experience in human rights law (desirable)
6. Obtain a National Police Certificate (criminal history check)
7. Obtain a QLD Working with Children check (blue card)
8. Current Drivers License
9. Evidence that the applicant has current vaccination against, or is not susceptible to hepatitis B, measles, mumps and rubella (MMR), whooping cough (varicella) and chicken pox (pertussis). This is an ongoing obligation, the applicant's immunisations and immunisation records must be up to date for the duration of the role.

It is an inherent requirement of the role that the applicant obtains a National Police Certificate (criminal history check) and working with children check (Blue Card). This is an ongoing obligation; the applicant must notify Caxton Legal Centre

of any changes to their National Police Certificate (criminal history check) information and maintain a Working with children check (Blue Card) for the duration of the role.

Where the National Police Certificate (criminal history check) or Working with children check (Blue Card) indicates the person, at any time, has a Serious Record or a Criminal or Court Record, Caxton legal Centre will undertake a risk assessment to determine whether any risk is acceptable before making an offer of employment or continuing the employment of the applicant in the role. The meaning of 'Serious Record', 'Criminal or Court Record' and matters Caxton Legal Centre will have regard to when undertaking the risk assessment are set out in the Supplementary Terms annexed to this Position Description.

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:

SUPPLEMENTARY TERMS

Criminal or Court Record

means any record of any Other Offence;

Other Offence

means, in relation to a person, a conviction, finding of guilt, on-the-spot fine for, or court order relating to:

- (a) an apprehended violence or protection order made against the person;
- (b) the consumption, dealing in, possession or handling of alcohol, a prohibited drug, narcotic or other prohibited substance;
- (c) violence against another person or the injury, but excluding the death, of another person; or
- (d) an attempt to commit a crime or offence, or to engage in any conduct or activity, described in paragraphs (a) to (c)

Police Check

means a formal inquiry made to the relevant police authority in each State or Territory and designed to obtain details of an individual's criminal conviction or a finding of guilt in all places (within and outside Australia) that the Grantee know the person has resided in;

Serious Offence

means:

- (a) a crime or offence involving the death of a person;
- (b) a sex-related offence or a crime, including sexual assault (whether against an adult or child); child pornography, or an indecent act involving a child;
- (c) fraud, money laundering, insider dealing or any other financial offence or crime, including those under legislation relating to companies, banking, insurance or other financial services; or
- (d) an attempt to commit a crime or offence described in (a) to (c);

Serious Record

means a conviction or any finding of guilt regarding a Serious Offence;

Vulnerable Person

means:

- (a) an individual under the age of 18; or
- (b) an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence, or past or existing use, of alcohol, drugs or substances or any other reason.