



Position Description

POSITION DETAILS

Job title:	Co-ordinator – Mabels
Classification level:	6
Service area:	Legal Services/Major Projects
Location:	Boronia
Reports to:	Manager – Major Projects
Direct reports:	A multidisciplinary team including: Community Lawyers (Mabels), Family Violence Advocate (Mabels), Senior Admin/Intake Officer (Mabels)
Employment status:	<p>Part-time, 22.5 hours per week</p> <p>Based on extended project funding but position classified as ongoing</p> <p>All positions at the Centre and detail of roles are subject to the continuation of external funding</p> <p>A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice</p>
Remuneration:	Salary package in the range of \$89,700 - \$95,200 per annum (pro rata) based on qualifications, skills and experience, comprising cash salary (\$81,000 – \$86,000 per annum, pro rata), employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i> . Additionally, the benefits of leave loading on annual leave and tax-effective salary packaging (including access to Accommodation and Meal Entertainment packaging) will be available from commencement
Travel:	The position will require attendance at alternate locations, including other ECLC offices and integrated outreach locations, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed



EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT

The Co-ordinator – Mabels co-ordinates and supervises the Mabels team (which includes 2 x Community Lawyers, a Family Violence Advocate and Senior Admin/Intake Officer as part of the Major Projects team. They also lead strong collaboration and integration with key partners across the Health Justice Partnership (HJP) including the Eastern Health HJP.

Major Projects

The Major Projects team includes ECLC's integrated practice family violence programs, Mabels and SAGE, and sits within the Legal Services directorate. Integrated Practice from a community legal centre perspective involves the integration of community lawyers and other community service professionals working together to address the needs of community members. 'Integration' can take different forms including co-location, multidisciplinary/interdisciplinary teams and partnerships with community services.

Health Justice Partnerships (HJP)

A HJP is a model of providing integrated services where a lawyer or legal service becomes part of the healthcare team, and people have access to legal services in health care settings. Through the integration of a legal service into a healthcare setting, a HJP is designed to break down barriers to accessible legal services for people experiencing health issues and to thereby bring about health benefits due to effective legal advocacy on behalf of patients.

Health Justice Australia, the national centre for HJPs in Australia, lists 38 HJPs across Australia, with 20 based in Victoria, including Mabels. In the context of early intervention, HJPs establish a connection between the health and legal services which is vital to providing access to individuals at key transition points in their lifetime. Furthermore, the health service may function to hold that individual through ongoing support so that they may access the legal service when they are ready.

Developments in the effective provision of legal assistance particularly within the context of family violence have urged the legal assistance sector to broaden its understanding of early intervention. The cross-discipline perspectives that come from the HJP model facilitate a more holistic understanding of when legal services may be determined to be 'early intervention'.

Mabels

Shared Vision

To prevent and respond to family violence within the Maternal and Child Health context by improving the responses of maternal and child health, legal and support services in a co-ordinated and integrated manner, with a focus on mothers engaging with Maternal Child and Health services.



Partnership Approach

ECLC is the project lead with three key project partners:

- Boorndawan Willam Aboriginal Healing Service
- Two Victorian local government councils (Maternal and Child Health Service).

Model

Mabels specialist family violence legal clinics are integrated into the MCH program at selected sites in two municipalities to assist and empower women who disclose family violence to the MCH nurses. The clinics utilise a family violence lawyer and a family violence advocate working together on-site with the MCH service to provide women with family violence and related legal advice, safety planning, information and referrals in the same appointment.

In addition to the legal and specialist family violence services, Aboriginal women are provided with the option of a specialist family violence service from an Aboriginal community-controlled organisation.

Eastern Health

Eastern Community Legal Centre and Eastern Health have recently partnered to establish a Health Justice Partnership to increase capacity to respond to women experiencing or at risk of experiencing family violence attending the health service for antenatal care. The development of this program will be based on the Mabels model, but adapted to meet the needs of women attending the health service at an earlier stage of their experience.

COLLABORATES WITH

ECLC management, employees and volunteers. Partner agencies and funding bodies.

DECISION MAKING AUTHORITY

Decision making authority regarding day to day work flow. In consultation with Manager – Major Projects, decisions related to the strategic development of Mabels.



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	Mabels Program Co-ordination	
1.1	Lead the ongoing development of the Mabels Program, to achieve the shared vision of the Mabels partnership to improve the system and outcomes for women and children.	Co-ordinate the day-to-day operation of Mabels to ensure the needs of Program staff and clients are met.
1.2	Co-ordinate regular program steering group and integration meetings of the Mabels partnership.	Deliver improvements and new initiatives that increase efficiencies and quality of service.
1.3	Communicate effectively with Mabels program partners, agencies and other relevant networks within the region.	Provide ongoing support and supervision to direct reports, including volunteers.
1.4	Maintain and where appropriate, develop new policies, protocols and systems in collaboration with program partners.	Engage in regular consultation with Manager – Major Projects on the operation of the program.
1.5	Co-ordinate evaluation program activities in collaboration with the Mabels partnership, including collecting and analysing data and conducting consultations.	Submit service and project reports as required.
1.6	Ensure compliance with policies and procedures of the service.	
1.7	Participate in regular supervision, including establishing a work plan and performance indicators and attend regular staff meetings as required.	
1.8	Produce reports as required.	
2.	Legal Supervision and Support of Project Personnel	
3.1	Supervise and support Mabels program staff including monitoring and co-ordinating staffing, administration, quality service provision, accountability, professional development, and annual staff performance reviews within Centre policies (the position currently has four staff reports – see above).	Provide support and supervision to members of the Mabels team to achieve program objectives and ensure individual goals and actions feed into broader team strategy.
3.2	Support and mentor Mabels program staff (including volunteers) in their practice, ensuring that legal information, advice and casework services provided are appropriate, efficient and effective.	Engage in legal supervision as required.
3.3	Support the Director – Legal Services/Principal Lawyer and the Manager – Major Projects in the management of the legal practice within the Mabels team.	
3.4	Develop and implement specific service initiatives and projects in consultation with the Director – Legal Services/Principal Lawyer and the Manager – Major Projects.	



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
3.	Partnership Development and Collaboration	
	3.1 Develop effective and mutually beneficial relationships with program partners.	Review and update the program plan.
	3.2 Co-ordinate and participate in targeted professional development activities in collaboration with program partners.	Develop, strengthen and maintain relationships with key stakeholders.
	3.3 Represent the Centre and the Program in a variety of forums.	Co-ordinate and facilitate stakeholder agency meetings.
4.	Governance and Accountability	
	4.1 Participate in regular supervision with the Manager – Major Projects and liaise with Director – Legal Services/Principal Lawyer as required.	Participate in regular supervision with Manager – Major Projects.
	4.2 Monitor and evaluate areas of responsibility in line with Centre’s organisational planning	Provide written reports as required.
	4.3 Actively contribute to and participate in centre planning and evaluation processes	Attend regular staff and team meetings.
	4.4 Undertake professional development in consultation with the Manager/ Director – Legal Services/Principal Lawyer.	
	4.5 Ensure compliance with policies and procedures of the Centre.	
	4.6 Participate in annual performance reviews.	
5.	Administration	
	5.1 Prepare regular reports for funders and partners as agreed and requested.	Contribute to or make submissions to funders within contracted timeframes.
	5.2 Ensure relevant and appropriate records are maintained.	Contribute to or submit acquittal reports to funders within contracted timeframes.
		Provide written reports as required.



KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Tertiary qualifications in a relevant discipline
- Eligible to hold an unrestricted Employee Practising Certificate in Victoria
- Demonstrated post-admission experience in a broad range of matters, particularly in family violence, family law and/or child protection and generalist legal advice

Essential Knowledge & Skills

- Demonstrated experience working with or within a multi-disciplinary environment
- Relevant experience in planning, co-ordinating and delivering services to women experiencing or at risk of experiencing family violence
- Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders in the community and government sectors at a senior level
- Excellent interpersonal and communication skills, and ability to produce high quality written and verbal reports
- Group facilitation and leadership skills with the ability to apply adult learning principles in a range of contexts
- Demonstrated experience in the planning, development and delivery of community education and development activities
- Demonstrated experience and understanding of the social and gendered context of domestic/family violence in the context of intimate partner violence
- Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment
- Commitment to social justice and equality

Desirable Knowledge and Skills

- Experience working with people from Aboriginal and Torres Strait Islander backgrounds
- Experience working with people from Culturally and Linguistically Diverse (CALD) communities
- Experience working within the community sector

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to manage multiple, competing priorities
- Discretion and professionalism



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

Commitment to ECLC Vision, Mission, Aim and Values

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services

Self-Referral

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms

Pre-employment Verification

- Appointment may be subject to satisfactory completion of screening requirements including but not limited to:
 - provision of a current practising certificate
 - A valid Employee Working With Children Check
 - National Criminal History Check
 - International Criminal History Check
 - verification of work rights in Australia
 - certified copies of qualifications



APPLICATION PROCESS

Applications must clearly address the key selection criteria contained in the position description. Applications that do not address the key selection criteria will not be considered.

Applications should be marked as *confidential* and addressed to:

Michael Smith
Chief Executive Officer
Eastern Community Legal Centre Inc.
Suite 3, Town Hall Hub
27 Bank Street, Box Hill 3128
people@eclc.org.au

Applications close Sunday, 17 March 2019

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au/employment

Questions: Please contact Marika Manioudakis, Manager – Major Projects on 0475 979 140