

Redfern Legal Centre

Job Description

Solicitor | Consumer, Credit & Debt Practice

Accountability	Chief Executive Officer
Supervision	Principal Solicitor
Client/target group(s)	People experiencing financial difficulties within the local catchment area
Scope	This document provides the broad parameters of the position and should be read in conjunction with the Annual Work Plan.

Preamble

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to disadvantaged people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on disadvantaged people.

Statement of Shared Philosophy and Values

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery
- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence

- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

Common staff responsibilities

RLC believes that all members of staff should contribute to the administration and development of the organisation. Along with all other staff, the worker may be required to:

- Supervise the front office, including the following:
 - supervision and training of volunteers
 - provision of emergency telephone advice
 - advice and assistance to Centre clients
 - assessment of client intake
 - review of files
- supervise one evening per week of casework advice
- undertake the carriage and conduct of the work of other staff during periods of leave;
- provide regular reports to management and staff meetings;
- assist with the general day to day administration of the Centre as required;
- attend and participate in staff meetings, policy and staff days;
- assist in the preparation of submissions and reports to funding bodies, as required, including the maintenance of statistics;
- liaise and network with other professionals in the area; and
- carry out such other duties as may be reasonably required by the Management of Redfern Legal Centre.

Specific position duties

The primary responsibility of this worker is to provide legal advice and casework in relation to credit, debt and consumer law. The worker is also to conduct community legal education, law reform and policy work in relation to these practice areas on behalf of Redfern Legal Centre. In addition the worker shall be required to develop knowledge of most general civil law areas.

Advice/Casework

- Conduct advice and casework focused on the areas of credit, debt and consumer law, including the preparation of applications to External Dispute Resolution, and the preparation of applications and appearances in Courts and Tribunals
- Supervise the weekly credit and debt evening advice session and check advice given by volunteer lawyers
- Provide immediate emergency advice in accordance with intake policies of the Centre for example immediate advice to Aboriginal and Torres Strait Islander people or to community workers and financial counsellors where possible
- Identify systemic casework issues affecting vulnerable consumers to inform RLC's law reform work

Community Legal Education and Community Development

- prepare publications and conduct community legal education for financial counsellors and community workers
- represent the Centre in meetings with other community or government organisations as required.
- provide community legal education to client/target group(s) with an emphasis upon areas of frequent inquiry, perceived need and recent innovation, as required.
- prepare and present education material for Centre staff and community organisations in this area as required.
- speak to media outlets on behalf of RLC in relation to consumer, credit and debt issues, as required

Centre publicity

- participate in promotional activities of the Centre's services in areas of expertise

Law, Policy & Administrative Reform

- identify policy and reform issues arising from casework and ensure these issues are considered in Centre planning and (where possible) government policy development.
- develop and undertake test cases in the area of credit, debt and consumer law in accordance with strategic priorities identified through Centre planning, as appropriate.
- prepare law reform and policy submissions to government and other bodies as required.

- represent the Centre in its dealings with community, government, professional and media organisations in relation to reform issues, as required.

Review of Job Description

This job description shall not be varied without first being discussed with the worker. The worker may request of management and shall be granted a review of their job description at any time.

Last reviewed

November 2016