

**Redfern Legal Centre  
Job Description**

**Solicitor | Migrant Employment Service**

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<b>Accountability</b>	Chief Executive Officer
<b>Supervision</b>	Solicitor   Employment Law
<b>Client/target group(s)</b>	Migrant workers in NSW. Support workers and organisations assisting the above target groups
<b>Scope</b>	This document provides the broad parameters of the position and should be read in conjunction with the Annual Work Plan.

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**Preamble**

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to vulnerable 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 vulnerable 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:

- a) supervise and mentor student volunteers;

- b) undertake the carriage and conduct of the work of other staff during periods of leave;
- c) provide regular reports to management and staff meetings;
- d) assist with the general day to day administration of the Centre including office tidiness as required;
- e) attend and participate in team and staff meetings, policy and staff days;
- f) assist in the preparation of submissions and reports to funding bodies as required;
- g) liaise and network with other professionals in the area and participate in relevant community and legal sector forums as required;
- h) support the Centre in contact with the public, media, legal profession, funding bodies and other community sector organisations;
- i) attend RLC hosted functions out of hours such as volunteer or fundraising events;
- j) attend regular training and professional development as required;
- k) 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 facilitate and provide advice, casework and community legal education in employment law to migrant workers in NSW and the services that support them.

### **Advice / Casework**

- a) Under supervision of the Employment Solicitor, provide legal advice, casework and referrals to clients in relation to employment law, including the preparation of unpaid wages, unfair dismissals and adverse action claims, including representation in conciliations and appearances in Courts.
- b) Under supervision of the Employment Solicitor, ensure that the CLC Risk Management Guide requirements for all aspects of legal advice and casework are adhered to.
- c) Ensure file records and statistical data on client contacts is accurately recorded.

### **Community Legal Education**

- a) Undertake community legal education activities as agreed with the Migrant Employment Service team and advisory committee.

### **Review of Job Description**

Performance under this job description is subject to annual review. The job description will not be varied without first being discussed with the worker, who may request and shall be granted a review of their job description at any time.

**Last reviewed**            July 2019