

**Redfern Legal Centre
Job Description**

Solicitor | Financial Abuse

Accountability	Chief Executive Officer
Supervision	Team Leader – Financial Abuse & Credit & Debt
Client/target group(s)	Residents living in the Sydney, Bayside and Inner West LGAs and people experiencing financial abuse throughout NSW. Support workers and organisations assisting the above target groups
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 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 the Solicitor is to provide legal advice and casework to victims of financial abuse. The solicitor will also contribute to the community legal education, law reform and policy work of the project. The solicitor may supervise, train, and mentor solicitors seconded by the corporate partners to provide this service.

Casework and Supervision of Advice Clinic

- a) Support the Financial Abuse advice clinic including the supervision of volunteer solicitors
- b) Conduct advice and casework focused on the area financial abuse
- c) Identify and undertake test cases that fit the strategic direction of the team under the direction of the team leader
- d) Collect and analyse statistical data on client contacts for use in policy work, in reporting to funders and for future funding proposals

Community Legal Education

- a) Work with the Financial Abuse Policy & Capacity Building Officer to prepare publications and conduct community legal education for key stakeholders, financial counsellors and community workers
- b) Represent the Centre in meetings with other community or government organisations as required
- c) Provide community legal education to client/target group(s) with an emphasis upon areas of frequent inquiry, perceived need and recent innovation, as required
- d) Prepare and present education material for Centre staff and community organisations in this area as required

Policy & Law reform Work

- a) Identify systemic casework issues affecting clients of the service to inform RLC's law reform work
- b) Assist the Team Leader and Policy & Capacity Building Officer to prepare law reform and policy submissions to government and other bodies as required
- c) Represent the Centre in its dealings with community, government, professional and media organisations in relation to reform issues, as required.

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 January 2020