

## Redfern Legal Centre

### Job Description

#### Solicitor | Health Justice Partnership

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**Accountability:** CEO  
**Supervisor:** Principal Solicitor  
**Last reviewed:** Dec 2020

**Client/target group(s)** Clients and patients of Health Justice Partnerships run by RLC (including at Royal Prince Alfred Hospital, Sydney Dental Hospital at FaCS Redlink and at any newly established HJPs), Aboriginal and Torres Strait Islander people and people experiencing vulnerability residing in the RLC catchment area.

**Scope:** This document provides the broad parameters of the position and should be read in conjunction with the partner MOU, relevant funding contracts and RLC strategic plan.

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#### 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

Along with all other staff, the worker will be responsible for the following:

- provision of regular reports to management and staff meetings

- assistance with the general day to day administration of the Centre as required
- attendance and participation in staff meetings, policy and staff days as required
- assist in the preparation of submissions and reports to RLC Board and funding bodies, as required, including the maintenance of statistics
- undertake the carriage and conduct of the work of other staff during periods of leave;
- work during evenings occasionally if required for volunteer training, supervision of evening advice sessions or RLC consultation and promotional events;
- liaise and network with other professionals in the area;
- 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 generalist civil legal advice, triage and referrals and casework to vulnerable clients at the Sydney Dental Hospital, with a particular focus on Aboriginal and Torres Strait Islander clients. The solicitor will work in collaboration with the HJP lawyer based at RPA Hospital, and may conduct outreach at other health justice and outreach locations, as required. The worker will also undertake key stakeholder engagement activities, conduct community legal education and law reform work.

### **Advice/Casework**

- Provide a triage, advice and referral service to vulnerable patients and clients at the Sydney Dental Hospital.
- Conduct casework in the areas of law that affect people experiencing vulnerability. The primary casework focus is for Aboriginal and Torres Strait Islander clients.
- Areas of law of advice and casework include tenancy, credit & debt, victims' compensation, stolen generations reparations, abuse in care matters, domestic violence, guardianship, family and child protection.
- Identify and undertake strategic casework in accordance with priorities identified through Centre planning, as appropriate.

### **Community Legal Education and Stakeholder Engagement**

- Prepare publications and conduct training for health and community workers.
- Represent the Centre in meetings and other activities of community or government organisations as required.
- Participate in promotional activities of the Centre's services in areas of expertise, as negotiated.
- Work with project partners to ensure promotional material is distributed to relevant community stakeholders including community workers and members of the community
- Work with the Communications Manager and project partners to promote the service via the RLC website, social media sites and other relevant media outlets such as Koori Radio
- Write reports and press releases about the service for promotion in other relevant publications such as the RLC e-bulletin, annual report and publications of other organisations

### **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.
- Prepare law reform and policy submissions to government and other bodies 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.