

Solicitor Position Description Dhurrawang Aboriginal Human Rights Program

Full Time Position (37.5 hours per week)

About Canberra Community Law

Canberra Community Law (CCL) is an independent community legal centre. CCL provides flexible and accessible legal services free of charge to people facing financial disadvantage or other barriers to accessing the justice system. CCL has been part of the Canberra Community for 40 years. During this time, CCL has responded to the changing and increasing legal demand in the ACT with trauma-informed and culturally sensitive and holistic legal services. CCL's Programs including our Dhurrawang Aboriginal Human Rights Program, provide targeted legal services and support that empower both our clients and the broader community to live a better quality of life.

CCL works in collaboration with social support services, other community based legal services and with Commonwealth and Territory government to realise our vision of a fair and thriving community. We are the only free legal service in the ACT that specialises in social housing, social security, disability, race discrimination and homelessness law.

CCL's legal team collaborates with our Disability Justice Liaison Officer to support clients with disability and other access needs to access our services and legal processes. CCL's legal team also works with a Social Worker through our Socio-Legal Practice Clinic (SLP Clinic) to offer intensive support to people who have multiple barriers to resolving their legal issues.

In addition to providing legal advice and representation, CCL conducts community outreaches in collaboration with community-based organisations to connect with people experiencing acute disadvantage and hardship. CCL also undertakes community legal education and law reform work and is a leading voice for change in the ACT and region.

For further information about CCL, please visit our website at www.canberracommunitylaw.org.au.

Position Identification

Position Title: Dhurrawang Aboriginal Human Rights Program Solicitor

Direct Report to: Dhurrawang Supervising Solicitor but is ultimately accountable to the Executive Director/ Principal Solicitor

Employment Status: Permanent (subject to ongoing funding), Full Time (37.5 hours per week)

Employment Conditions:

Salary:

\$85 398 to \$111 667 (depending on post admission experience) per annum, pro rata + superannuation + salary packaging options.

Opportunities for Professional Development.

Workplace culture, which is dedicated, collaborative and dynamic.

Contact for Position Enquiries:

Rachael Clark and Emma Towney, Joint Dhurrawang Supervising Solicitors on (02) 6218 7900 or via email jobs@canberracommunitylaw.org.au

Position Objective

The Dhurrawang Human Rights Program (Dhurrawang) is a First Nations led and run program of CCL. The program provides legal advice, assistance and representation to Aboriginal and Torres Strait Islander communities in Canberra and the region in the areas of social housing (public housing, community housing and occupancy agreements), social security and race discrimination law.

Our Dhurrawang program is culturally competent and informed by the human rights principles of participation, inclusion and self-determination. We assist clients to access housing, social security and challenge race discrimination through a culturally informed practice that utilises human rights laws and principles in advocacy, law reform and community education.

The Dhurrawang Solicitor will work in a small team which includes two First Nations Supervising Solicitors and a First Nations Cadet.

CCL is progressing its Innovate Reconciliation Action Plan and holds a culturally learning and reconciliation day twice per year to deepen its understanding of Aboriginal and Torres Strait Islander cultures and histories and to further build and nurture relationships with local Aboriginal and Torres Strait Islanders in the ACT and surrounding region.

Responsibilities

1. General

- The solicitor works in CCL's Dhurrawang program under the supervision of its Aboriginal and Torres Strait Islander Supervising Solicitors.
- This position will provide legal and related services to Aboriginal and Torres Strait Islander communities in the ACT and surrounding region.
- This position is required to work as a member of a team to further the objectives of CCL as determined from time to time and operate within CCL's policies and procedures including any specific to Dhurrawang's program.
- The solicitor is part of the legal practice team within CCL and as such is responsible for:
 - Providing warm referrals, initial advice, discrete and ongoing assistance in accordance with CCL's legal assistance guidelines.
 - Undertaking legal research.
 - Maintaining client files and ensuring accurate collection of client data and service provision.
 - Representing clients in Tribunal proceedings as negotiated.
 - Carrying a casework load.
 - Identifying advice and advocacy needs of Aboriginal and Torres Strait Islander communities in the ACT and surrounding region.
 - Undertaking outreach, community legal education and community development activities.
 - Travel as required; and
 - Assisting with drafting law reform proposals/submissions.

2. Other Duties

- Liaison with other agencies as required.
- Attendance and participation in internal meeting and stakeholder engagement activities as required.
- Supervising and teaching ANU Clinical Legal Education students, secondees and /or volunteers.
- Undertaking administrative tasks with other staff members where necessary; and
- Other duties as reasonably directed by CCL's Executive Director/Principal Solicitor and/or supervisors from time to time.

Selection Criteria

Essential

1. Demonstrated understanding of the issues impacting on Aboriginal and Torres Strait Islander communities.
2. Demonstrated commitment to social justice and human rights and capacity to advocate for and work effectively with Aboriginal and Torres Strait Islander clients and communities in a specialist legal practice.
3. Good organisational, time management and file management skills.
4. Well-developed legal research and analysis skills.
5. Highly developed oral and written communication skills including the ability to present information in a clear and concise manner.
6. Ability to work as part of a team under the supervision of Dhurrawang's Supervising Solicitors and the ability to work with and supervise students, secondees and volunteers.
7. Good IT skills and ability to use a range of computer programs including Microsoft Office products (Outlook, Word, Teams etc) and case management systems.
8. Holder of or eligible for a practising certificate in the ACT.

Desirable

1. Identify as an Aboriginal and/or Torres Strait Islander person.
2. Experience working with clients including Aboriginal and/or Torres Strait Islander people.
3. Experience working in a community-based environment.
4. Holder of or eligible to obtain a driver's licence

Aboriginal and Torres Strait Islander people are encouraged to apply.

People with lived experience of disability are encouraged to apply.

How to apply

Applications should be addressed to the Executive Director/Principal Solicitor, Canberra Community Law and include a **cover letter**, **resume** and **statement addressing the selection criteria**. **Applications which do not address the selection criteria will not be considered.**

Short listing for interviews and selection will be based on responses to the selection criteria.

Applications should be submitted by email to jobs@canberracommunitylaw.org.au.

If you have any queries regarding this position, please contact Rachael Clark or Emma Towney on (02) 6218 7900 or email at jobs@canberracommunitylaw.org.au.

Closing Date for Applications is **Monday 21 October 2024 at 5pm**.