Institute for Urban Indigenous Health Ltd
ACN 140 019 290

Position Title | IUIH Senior Community Legal Officer
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Location | IUIH Head Office / Moreton Bay region
Reports to | IUIH Clinical Director
Direct Reports | 
Position Status | Full time for 38 hours per week
Date of Approval | April 2017

ORGANISATIONAL CONTEXT

The Institute for Urban Indigenous Health (IUIH) was established to provide a coordinated and integrated approach to the planning, development and delivery of health care services for Aboriginal and Torres Strait Islander populations within the South East Qld Region.

Operated by IUIH, Moreton ATSICHS delivers comprehensive primary health and related services in the Moreton Bay region, through its network of clinics located in Caboolture, Morayfield, Strathpine and Deception Bay. Through the IUIH System of Care, services are designed not only to provide accessible health services, but to strategically contribute to addressing the underlying determinants of health including social inclusion, community and cultural connectedness, education, employment and financial security. IUIH aims to address the rights of individuals, families and communities to long and healthy lives and it is in this context that IUIH is forging the partnership between health and justice as an underpinning of its overall System of Care.

POSITION OBJECTIVE

The role of the IUIH Senior Legal Officer will include:

1. Overseeing the establishment of the IUIH Legal Service, with core components including:
2. Direct legal services — advice and casework
3. Information and Referral Service
4. Legal education and development — organisation and community
KEY RESPONSIBILITIES

Oversee the establishment of the IUIH Legal Service

- Oversee the establishment of the IUIH Legal Service, initially as a service operating within the IUIH Service Development Business Unit
- Collaborate closely with IUIH Managers to ensure the IUIH legal service develops as an integrated component of the IUIH System of Care
- Ensure that all legal services provided by IUIH operate within guidelines and in accordance with professional legal practice, including legislative and professional indemnity insurance requirements
- Identify opportunities for ongoing development and expansion of the Legal Service according to priorities identified by service itself, by the IUIH board and Senior Management Team
- Identify opportunities for new funding and for self-generation of funds where feasible, to underpin ongoing security and viability of the service
- Foster a culture of reflection and continuous quality improvement, regularly evaluating legal process, procedures, information systems, service integration and impact, and implementing improvements as required
- Assess the pros and cons of progressing towards recognition of the IUIH legal service as an accredited Community Legal Centre

Direct Legal Services – Legal advice and casework

- Provide high quality legal advice and casework initially to clients of the IUIH / Moreton ATSICHS Family Wellbeing Service, with clients prioritised in collaboration with the Family Wellbeing Service Manager and Senior Clinicians according to need, and where other suitable options for timely legal representation are not available
- Carry a caseload of no more than 10 clients at any one time, recognising a focus on strengthening and development of clients and families and ensuring that other requirements of the role can be met
- Coordinate, supervise and support volunteer lawyers, ensuring lawyers appointed and services delivered are of the highest quality and integrated with IUIH’s practices

Establish and operate a legal information and referral service

- Establish appropriate referral networks for clients seeking advocacy, advice and / or legal representation
- Foster partnerships and collaborative arrangements with legal firms willing to provide pro bono legal services for IUIH clients
- Provide information directly to IUIH clients on referral pathways for clients to access legal support, advice, representation and other services

Legal education and development – organisation and community

- Support education and upskilling of IUIH staff to improve overall knowledge and understanding of the legal system, processes and procedures
- Provide community legal education including presentations and workshops
- Provide targeted legal education for young Aboriginal and Torres Strait Islander people, working closely with the IUIH Deadly Choices, MomenTIM and Deadly Sistas teams to access young people through participating schools and through out-of-school activities
Collaborate with IUIH staff and consumers to ensure availability of community education materials which are accurate, effective and highly accessible for Aboriginal and Torres Strait Islander clients and families in South East Queensland
Contribute as required to relevant community Law Reform projects

Administration and Reporting
- Keep accurate, current case notes, statistics and other client records and files
- Ensure data entry of client information into relevant management system
- Provide regular reports to the Director/Manager, as required
- Provide evaluations and reports on services capacity and risks as required

Self-Management and Team Contribution
- Contribute to process improvement and adhere to all IUIH Policies and Procedures
- Maintain own competencies and continuing professional development
- Participate in team planning, review and monitoring processes, as required
- Follow all safety procedures and contribute to a safe work environment
- Work within a legal and ethical framework

KEY SELECTION CRITERIA

Mandatory Qualifications
- Eligible for admission to practice as an Australian Legal Practitioner, with a current unrestricted legal practising certificate in Queensland

Essential Knowledge & Skills
- Commitment to the principles and practice of Aboriginal and Torres Strait Islander community control and self-determination
- At least five years legal practice experience, including well developed knowledge and skills across a broad range of matters, including in family law and family violence
- Demonstrated ability to think and perform strategically
- High level of flexibility, innovation and capacity to adapt as part of a rapidly evolving organisation
- Demonstrated high level written and verbal communication and leadership skills, including creativity in problem solving, conflict resolution and the ability to work well within a team environment
- Highly developed organisational skills and the ability to work under pressure and manage competing demands
- Good critical analytical skills in relation to policy and community issues
- Demonstrated ability to perform legal casework of a high standard
- Demonstrated understanding of and commitment to social justice, restorative justice and therapeutic jurisprudence
- Ability to design and implement community legal education and engage in law reform and policy development
- Ability to conceptualise, develop and implement new projects

Desirable Knowledge and Skills
- Experience working with Aboriginal and Torres Strait Islander people
- Experience working in a health-justice framework / context