

CAXTON LEGAL CENTRE INC POSITION DESCRIPTION

Designation:	Solicitor, Seniors Legal and Support Service (SLASS)
Location:	119 Brunswick Street, New Farm
Salary:	\$42,000 to \$46,000 dependant on experience
Hours:	Part-time 56 hours per week (hours are negotiable)
Duration:	12 month temporary position with possibility of a permanent position at the end of the pilot.

Purpose of position

The Seniors' Advocacy, Information and Legal Service is currently undergoing major expansion with the development of 5 pilot sites statewide, with the other sites being Townsville, Cairns, Hervey Bay and Toowoomba. This position is based in Brisbane and will be part of the management team for the new service, in conjunction with the Director and Coordinator of Caxton Legal Centre. The enhanced service will be staffed by a Coordinator, 3 Solicitors, 2 Social Workers, an Intake Worker and an Administration worker.

The purpose of the new service is to provide:

- **Individual Support Programs**
To provide seniors who are at risk of elder abuse or exploitation with the support they need to enhance their safety, security and wellbeing; and
- **Sector Development Programs**
To increase the capacity and capability of service providers in preventing, identifying and responding to elder abuse and exploitation.

Initially, the Brisbane service will provide general information and referrals, short-term counselling, legal information and advice, limited court representation, case-work and community education.

Duties

Legal Advice and Casework Activities

1. To provide legal information, advice, advocacy and referral to clients via appointments at outreach locations, home visits and on-site at the Centre.
2. To provide limited court representation for clients seeking protection orders.
3. To undertake casework activities in accordance with the Program's casework guidelines.

4. To provide legal information and advice to organisations who provide services to older people about options for their clients and related legal remedies.

Community Legal Education

5. To provide education and training to service providers via established training networks.
6. To identify areas in which the Centre can develop materials for use by older people and service providers.

Law Reform

7. To participate in key service networks and forums of older people and service providers with a view to undertaking systemic advocacy and law reform.
8. To undertake law reform submission writing and lobbying relevant to the focus of the service.

Other

9. To maintain and strengthen the Centre's links with organisations that provide services to older people.
10. To resource the Program's Reference group and convene regular meetings of that Group.
11. To undertake all other duties pertinent to the position as directed by the Director or the Management Committee.

Accountability and Reporting Relationships

Responsible to the Coordinator on a day to day basis.

Reports to the Management Committee by way of monthly written report.

SELECTION CRITERIA

Essential

1. Admission, or eligibility for admission, as a solicitor or barrister of the Supreme Court of Queensland.
2. Demonstrated knowledge of, or demonstrated ability to rapidly acquire knowledge of, domestic and family violence laws, power of attorney and guardianship legislation as they relate to older people and related remedies associated to elder abuse and exploitation.
3. A broad understanding of the social context in which abuse of older people occurs.
4. Willingness to work effectively in close partnership with other legal staff, social workers and various other staff in the planning, development and delivery of a holistic service.
5. A demonstrated ability to perform client and casework with minimal supervision.
6. Demonstrated high level skills in interpersonal and written communications including the ability to convey complex legal information in a manner appropriate to the client group.
7. Queensland driver's licence.
8. Ability to travel state-wide when required.

Desirable

9. Previous experience working with older people.
10. Demonstrated understanding of law and policy reform processes and the ability to participate in them.