

<b>Position Title:</b>	<b>Senior Lawyer (Cairns), Community and Health Justice Partnerships</b>
<b>Reports to:</b>	<b>Managing Lawyer and Principal Solicitor, Community and Health Justice Partnerships</b>
<b>Date:</b>	<b>March 2023</b>

LawRight's Community and Health Justice Partnerships (**CHJP**) increase access to justice through partnerships with community and health services, where staff and visiting pro bono lawyers collaborate with health and community workers to resolve the complex, intersecting problems of clients. Our integrated legal services improve the health and well-being and the access to housing, income, and legal rights of the communities where they are located.

The Cairns Community Justice Partnership (CJP) is co-located within the Anglicare Homelessness Services hub and provides outreach services to Douglas House.

The CHJP Senior Lawyer in Cairns will:

- coordinate and manage legal services through the CHJP services in Cairns;
- supervise legal work conducted by staff and volunteers through CHJP programs at the Cairns outreach locations;
- contribute to the CHJP's law reform, resource development and training program;
- liaise with the Joint Directors or their delegates to manage the operations of the Cairns CJP office; and
- liaise with LawRight management and other LawRight staff to ensure appropriate service collaboration and coordination with other LawRight services and activities.

**DUTIES AND RESPONSIBILITIES** include the following:

1. Have delegated responsibility under the Risk Management Guide and perform the following duties with general direction from the Principal Lawyer to:
  - a. manage client files within specific CHJP services;
  - b. make decisions about the nature of assistance provided in individual cases, in accordance with established policies;
  - c. supervise the legal work conducted by volunteer lawyers, paralegal/s, staff and secondee lawyers, students and volunteers; and
  - d. supervise, review and settle advice provided by volunteer lawyers.
2. Manage and coordinate your CHJP services in Cairns, including:
  - a. providing day to day or task specific supervision to volunteer lawyers (whether Cairns or Brisbane based), paralegals, non-lawyer secondees, clinic students, PLT students, and student volunteers;
  - b. assisting volunteer lawyers to determine the strategic direction of individual client files;
  - c. providing advice to clients, including staffing legal services at our partner community agencies, preparing written advice to clients, undertaking advocacy or representation (in accordance with LawRight's Casework Policy) and undertaking triage of new clients, as required;
  - d. developing and maintaining relationships with pro bono partner firms and volunteer lawyers;
  - e. developing and maintaining relationships and strategic relationships with community agencies;
  - f. checking records of legal advice for accuracy;
  - g. maintaining electronic and physical files;
  - h. conducting regular, detailed audits of existing files;
  - i. developing and executing a strategic plan for your allocated services, in line with the overall goals of the CHJP and LawRight;

- j. facilitating effective referrals to and from partner community agencies; and
  - k. carrying out all other tasks as necessary for the effective management of your services.
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- 3. Develop and implement training programs to your community agencies and contribute to the CHJP training program, under general direction from the Managing Lawyer;
  - 4. Build and maintain strong stakeholder relationships, including with community agency partners, peak bodies, community legal centers, and regulatory stakeholders to maximise the effective operation of the CHJP, including by arranging regular training or information sessions, developing information and promotional resources and presenting at public functions and forums;
  - 5. Contribute to the operational and strategic objectives of the CHJP.
  - 6. Manage and contribute to reporting to LawRight's Management Committee with direction from the Managing Lawyer;
  - 7. Undertake policy and systemic advocacy work to promote positive change for issues relevant to your client base, including the development of significant (multi-stage) projects;
  - 8. Represent LawRight and the CHJP on representative bodies or projects;
  - 9. Identify opportunities for the development of new projects or procedures;
  - 10. Maintain existing and develop new resources, such as templates, precedents, and factsheets;
  - 11. Undertake other tasks as required; and
  - 12. Participate in the general activities of LawRight, including contributing to the organisation of events, and assist with the general running of the LawRight office.