

JOB DESCRIPTION

POSITION:	Community Lawyer – RILAS
HOURS OF WORK:	37.5 hours per week (part time/job share arrangement negotiable)
RESPONSIBLE TO:	Head of Legal
STARTING SALARY RANGE:	\$43,758.00 - \$55,847.00

Community Law Wellington and Hutt Valley (CLWHV) is an incorporated society that provides free legal advice and information to help those who cannot access other legal services. CLWHV also provides free legal education and promotes law reform in the interests of its clients.

The Refugee and Immigration Legal Advice Service (RILAS) is a CLWHV service which provides free legal help to refugees and other vulnerable migrants, as well as to the community groups supporting these clients.

The Community Lawyer works with volunteer advocates, with the Senior Lawyer – RILAS Supervisor, with the Head of Legal, and with other staff, to provide the RILAS service. The Community Lawyer reports to the Head of Legal.

KEY RESPONSIBILITIES

The Community Lawyer, working with volunteers, with the Senior Lawyer – RILAS supervisor, with the Head of Legal, and with other staff, is responsible for:

- 1. Legal assistance:** Co-ordination and delivery of free legal help to RILAS clients.
- 2. Treaty-based relationships:** Assisting to promote working practices consistent with CLWHV's strategic and constitutional goal of Treaty-based operation.
- 3. Volunteer support:** Ensuring that the RILAS volunteer team is properly supported, supervised and mentored. Ensuring that RILAS volunteers are properly selected, supported, trained and guided.
- 4. Resource allocation:** With the Senior Lawyer - RILAS Supervisor and other staff, developing and implementing a triage process for RILAS services. Assisting to manage the RILAS caseload and waitlist, including maintaining a reasonable caseload that does not exceed RILAS capacity and resources.
- 5. Strategy and innovation:** Collaborating with other members of the RILAS team and other CLWHV staff to develop a vision and strategic direction for RILAS. This includes developing a plan for community engagement and education/capacity building and exploring opportunities and innovative ways to work with government and community-based services for migrants and refugees.
- 6. Systems management:** Ensuring that policies relating to RILAS legal services are developed and implemented.

7. **Funding:** Assisting to explore opportunities for alternative sources of funding. This includes working with the RILAS team, the Head of Legal and the General Manager to develop a fee-based legal service.
8. **Reporting:** Maintaining up-to-date records of RILAS client matters in order for the RILAS team to report to the Head of Legal.

LEGAL WORK

- Supervising, and providing advice at, weekly free legal advice drop-in sessions at the Wellington and Hutt Valley offices (including until 7:30 on Tuesdays).
- Assisting with quality checking of advice given by volunteers.
- Staying up to date with developments in immigration law, and keeping volunteers up to date,
- Coordinating and supervising volunteer advocates responsible for on-going client files.
- Managing client files, including ensuring that Immigration New Zealand deadlines and other requirements are met.
- Providing legal advice to community groups working with RILAS client groups.
- Providing legal education sessions and producing written legal information.
- Advocating for changes to immigration law and policy where appropriate.

OTHER TASKS

The Community Lawyer will also share responsibility for the successful day-to-day operation of CLWHV. This responsibility includes:

- Contributing to and accounting for the provision of services under the contract with the Ministry of Justice.
- Participating in staff meetings, and governance meetings as required.
- Contributing to CLWHV publications, including the annual report.
- Supporting CLWHV's systems, policies, procedures and daily operations.
- Contributing to the public image / publicity of CLWHV.
- Participating in activities involving other community law centres.

SKILLS WE SEEK

- A commitment to CLWHV's philosophy, including a commitment to biculturalism.

Work Quality

- Knowledge of the areas of law dealt with by CLWHV.
- Ability to communicate legal information in plain language.
- Excellent analytical and problem solving skills.
- Excellent oral and written communication skills.
- Ability to work within a community development model.
- Good computer literacy.

Relationships

- Understanding of and commitment to the Treaty of Waitangi.
- Experience in working with community organisations.

- Ability to guide, support and motivate a team of volunteers across the CLWHV offices.
- Ability to work with others including staff, management, volunteers and those in the community in a collaborative way sharing expertise and information.
- Good networking skills.
- Sensitivity to Tikanga Māori and Te Reo Māori.
- Sensitivity to the cultures and languages of New Zealand's many ethnic groups, and the ability to work in a way which is sensitive and appropriate to the needs of these groups.
- A passion for refugee and humanitarian law.

Self-Management

- A high level of initiative and motivation.
- Ability to work under pressure and cope with competing demands.
- Ability to work without close supervision.
- Good organising skills.

Qualifications

Eligible to hold a New Zealand Law Society practising certificate..