

## JOB DESCRIPTION

<b>POSITION:</b>	Community Lawyer – RILAS (Domestic Violence Project)
<b>HOURS OF WORK:</b>	30 hours per week (negotiable)
<b>RESPONSIBLE TO:</b>	RILAS Supervising Lawyer
<b>SALARY:</b>	\$56,550-\$58,550 pro-rata
<b>FIXED TERM:</b>	March 2020 – May 2022

Community Law Wellington and Hutt Valley (CLWHV) is a registered charity 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. CLWHV is the provider of restorative justice services for the Wellington region.

The Refugee and Immigration Legal Advice Service (RILAS) is a CLWHV service which provides free legal help to refugees, refugee-background people, and other vulnerable migrants, as well as to the community groups supporting these clients. The 'Domestic Violence Project' is a programme specifically providing advice and advocacy for migrant women who are experiencing violence and have uncertain immigration status.

The Community Lawyer – RILAS (Domestic Violence Project) provides advice to migrant women experiencing violence, represents clients through domestic violence-based visa application processes, and maintains relevant community group connections. The Community Lawyer reports to the RILAS Supervising Lawyer.

### KEY RESPONSIBILITIES

The Community Lawyer – RILAS (Domestic Violence Project), working with the RILAS Supervising Lawyer and other staff, is responsible for:

- 1. Legal representation:** delivering free legal help to Domestic Violence Project clients. This predominantly involves representing clients through domestic violence-related immigration applications. Where resources allow, this may also include legal help with related issues such as housing and social welfare entitlements.
- 2. Treaty-based relationships:** Assisting to promote working practices consistent with CLWHV's strategic and constitutional goal of Treaty-based operation.

3. **Legal research:** Building knowledge of the areas of law and policy that affect clients with insecure immigration status who are experiencing violence and developing internal informational resources on domestic violence-related immigration issues.
4. **Relationship building and education:** Forming and maintaining relationships with other local services who are working with clients with insecure immigration status who are experiencing violence. This may include providing legal education to relevant community groups about domestic violence-related immigration issues.
5. **Systems management:** Maintaining a consistent file management system for Domestic Violence Project clients and collating data on client work.
6. **Reporting:** Reporting regularly (through supervision hui) to the RILAS Supervising Lawyer on the progress of client files.

## LEGAL WORK

The Community Lawyer – RILAS (Domestic Violence Project) will:

- Provide immigration advice on domestic violence-related immigration issues.
- Triage domestic violence related RILAS client issues, determining in consultation with the RILAS Supervising Lawyer which clients are to be represented by CLWHV.
- Manage Domestic Violence Project client files, ensuring that Immigration New Zealand deadlines and other requirements are met.
- Keep up to date with relevant developments in law and policy.
- Deliver legal services in a manner appropriate to the needs of culturally and linguistically diverse women.
- Work to develop a trauma-informed mode of legal practice.
- Collaborate with other staff to provide legal education services and produce legal information.
- Develop a network of contacts within relevant external organisations.

## OTHER TASKS

The Community Lawyer – RILAS (Domestic Violence Project) 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 funding contracts.
- Participating in staff meetings.
- Contributing to CLWHV publications.
- 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 work collaboratively with others, including staff, volunteers and the wider community.
- 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.

## **Collective 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 organisation skills.

## **Qualifications**

The Community Lawyer – RILAS (Domestic Violence Project) must be admitted as a barrister & solicitor of the High Court of New Zealand and hold, or be eligible for, a current New Zealand practising certificate.