

JOB DESCRIPTION | COMMUNITY LAWYER - HOUSING / RŌIA HAPORI

POSITION:	Community Lawyer / Rōia Hapori - Housing
HOURS OF WORK:	37.5 hours per week
RESPONSIBLE TO:	Legal Kaihautū
SALARY RANGE:	\$57,000-\$60,000
DURATION:	Permanent

Community Law Wellington and Hutt Valley (CLWHV) is a registered charity that provides free legal advice, representation and information to 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 also the provider of Restorative Justice services for the Wellington region.

CLWHV partners with the Hutt City Council and the Wellington City Council to increase its capacity for legal advocacy in the housing and homelessness space. The successful candidate will provide advice, representation and legal advocacy to members of Wellington and Hutt Valley experiencing housing hardship that would otherwise be unable to instruct a lawyer.

The Community Lawyer will work with our general legal team, volunteers, and community organisations. The Community Lawyer is supervised by the Legal Kaihautū.

This role is based across our Wellington and Hutt Valley offices.

KEY RESPONSIBILITIES

The Community Lawyer is responsible for:

- **Legal case work:** providing legal advice and representation for CLWHV clients (further described below).
- **Legal education:** contributing to the development and delivery of legal education to individuals, community organisations, and kaupapa Maori contexts
- **Volunteer supervision:** Supervision (with support of the senior lawyer) of the work of specialist tenancy volunteers in our Wellington office.
- **Reporting:** Collecting statistics, maintaining records, and drafting reports back to our funder for the service.

LEGAL CASE WORK

The Community Lawyer provides legal assistance to clients of CLWHV in the area of housing/residential tenancy law/homelessness. Legal assistance includes the delivery of legal information and advice. This responsibility includes:

- Providing legal representation to tenants in the Tenancy Tribunal.
- Assisting clients in resolving legal disputes with landlords and accommodation providers.
- Supervising and providing advice at, free legal advice drop-in sessions at the CLWHV offices.
- Providing legal advice at the CLWHV weekly outreach clinics.

- Providing legal advice to our community organisation partners.
- Being available in the office for urgent walk-in clients
- Delivering the service in line with a treaty-based practice, embodying Te Ao Māori values.
- Assisting with quality checking legal advice given by volunteers.
- Managing ongoing client files and using CLWHV triaging processes to advocate for clients.
- Attending and participating in Best Practice Meetings and Rōia hui.

EDUCATION

Like all Community Lawyers, this position will participate in the legal education programme. This is part of our contractual obligations to the Ministry of Justice as a community law centre, and is seen as a preventative measure for addressing legal issues. This includes:

- Assisting to develop legal education resources in the tenancy and housing area
- Delivering education to the community, alongside our education coordinators, legal advocates, legal educators, and/or community lawyers
- Promoting CLWHV's legal education resources to the community.

VOLUNTEER SUPPORT/KAIWHAKAMANAWA

The Community Lawyer supports the legal work of CLWHV volunteers. This responsibility includes:

- Providing support to volunteers on legal issues or wider community services arising out of free legal advice services where they have expertise.
- Training and supporting volunteers involved in the housing advice service.

REPORTING

The Community Lawyer's role will include reporting on the Hutt City and Wellington City Council Contract:

- Reporting to the funder.
- Maintaining accurate records and statistics.

OTHER TASKS

The Community Lawyer will also take shared responsibility for the 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 and other funders.
- 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

Values

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

Work Quality

- Knowledge of residential tenancy law and other law that interacts with housing.
- Ability to communicate legal information in plain language.
- Excellent analytical, legal research, 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 applying the principles of te Tiriti o Waitangi.
- Experience working with predominantly Māori communities.
- Comfort in tikanga Māori environments and competency in te reo Māori me ngā tikanga Māori.
- Experience in working with community organisations.
- Ability to work with others including staff, volunteers and those in the community in a collaborative way sharing expertise and information.
- Good networking skills.
- 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.

Work style

- 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

The Community Lawyer must be eligible to hold a current New Zealand practising certificate.