

Position Description



Position:	Lawyer, Family Safety
Classification Code:	LSC1
Division:	Family Law

POSITION DESCRIPTION

Summary of Role:

The Lawyer, Family Safety is responsible for providing legal information, advice, advocacy and representation to adults, children and/or young people who are experiencing or have experienced domestic, family and/or sexual violence (DFSV).

Grounded in health justice principles, the role integrates legal expertise into broader care planning to improve accessibility, with a strong focus on early intervention, safety, recovery and justice.

The role will assist in establishing and maintaining relationships with agencies and service providers, travel to clinics, health units and domestic violence support services, in particular the Women's Safety Services SA Hubs, Relationships Australia SA, Health & Recovery Trauma Safety Services and relevant Local Health Networks, where adults, children and/or young people may present as a result of DFSV.

The role will assist and contribute to the development and delivery of educational training sessions for Health Justice Partnerships.

Reports to: Senior Lawyer and Team Leader, Family Safety

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to comply with requirements of Legal Services in house costing of case and non-case related work and any other costing systems.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Provide legal information, advice and representation to adults, children and/or young people who have experienced, or are experiencing domestic, family and/or sexual violence (DFSV).
- Provide representation and advocacy including at courts and/or tribunals.
- Provide a legal advisory service at the Women's Safety Services SA Hubs and Regional sites, Lyell McEwin Hospital, Women's & Children's Hospital and other metropolitan health sites when required.
- Provide a referral service to other government agencies and non-government organisations for assistance when required.
- Conduct initial call backs and assessment appointments with clients.
- Provide assistance to senior lawyers by gathering information from clients and external stakeholders.
- Undertake legal research for senior lawyers of Legal Services relating to domestic violence matters.
- Identify, establish and maintain key stakeholder relationships with agencies, justice authorities and services providers, that assist people affected by DFSV, in particular with the Women's Safety Services SA, Relationships Australia SA, Health & Recovery Safety Services and relevant Local Health Networks.
- Participate in community based public lectures and information sessions.
- Contribute to preparing quarterly activity reports and financial expenditure reports for Programs sponsors.
- Contribute to the design and implementation of accessible legal information and referral procedures.
- Meet all requirements under designated funding agreements including service activity reporting.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Comply with Legal Services' requirements for the recording of client information, statistical data and other reporting and evaluation procedures, and maintain good file management and comply with professional ethics and standards.
- Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embrace diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

PERSON SPECIFICATION**ESSENTIAL REQUIREMENTS****Educational/Vocational Qualifications:**

- Hold a Category C Practising Certificate or currently eligible to apply for a Category C Practising Certificate.
- Be an admitted practitioner of the Supreme Court of South Australia or currently eligible for admission to practise in South Australia.

Personal Abilities/Aptitudes/Skills:

- Ability to support adults, children and/or young people experiencing domestic, family and/or sexual violence.
- Ability to deliver concise legal advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Ability to relate well to clients by engendering trust, confidence, openness and frankness.
- Ability to develop and maintain relationships with key stakeholders and other peak bodies.
- Ability to respect the rights and preserve the confidence and dignity of all clients and team members.
- Work and communicate effectively with persons including children from a wide range of backgrounds including understanding, and responding appropriately to cultural, ethnic and indigenous differences and to persons with a physical or mental illness or disability.
- Possess a strong commitment to the principle of equality of access to justice and rights of adults, children and/or young people under the law.
- Ability to work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Ability to relate well to members of the judiciary, support staff, government and non-government agencies, other professional organisations, fellow legal practitioners and members of the public.
- Be able to effectively manage time, resources and systems including adapting to the introduction of new technology and service delivery models.

Experience:

- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.
- Experience in providing legal advice to people who have experienced trauma.
- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
- Experience in working with digital document management systems.

Knowledge:

- Knowledge of domestic and family violence law, practice and the law of evidence in South Australia.
- Knowledge of governmental and private agencies in the social welfare and justice system.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

Position Description Approval

Approved by:

Signed by:

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Delegate

18 May 2026

Date