

Position Description



Position:	Lawyer, WDV CAS (Women's Domestic Violence Court Assistance Service)
Classification Code:	LSC1
Division:	Family Law Division
ANZSCO:	271311

POSITION DESCRIPTION

Summary of Role:

The Lawyer/Duty Lawyer WDV CAS (Lawyer) is accountable for delivering legal information, advice, advocacy, and representation for women who have been subjected to or who are experiencing domestic and/or family violence, in relation to, private intervention order matters and termination of tenancy matters.

The role also provides a duty lawyer service at metropolitan Magistrates Courts Family Violence lists, the Mount Gambier Magistrates Court and such other courts as required.

The role also involves providing support for women who report breaches of intervention orders, liaising with SAPOL with concerns relating to intervention orders, and facilitating access to legal and other support services for women who are dealing with complex legal matters or who have been subjected to or who are experiencing domestic and/or family violence.

The Lawyer is required to maintain relationships with key agencies (and service providers including SAPOL Prosecution, South Australian Courts, SACAT, Women's Safety Services SA, Domestic Violence support services including health and welfare professionals.

Reports to: Senior Lawyer, WDV CAS

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:

The Lawyer – WDVCS will be responsible for:

- Providing legal information and advice to women experiencing domestic and/or family violence.
- Providing a duty lawyer service in the metropolitan Magistrates' Courts, Mount Gambier Magistrates Court and such other courts as required.
- Providing a referral service to other government agencies and non-government organisations for assistance when required.
- Conducting initial call backs to assess the appropriateness of referral to WDVCS.
- Conducting initial assessment appointments and providing follow up.
- Providing assistance to senior lawyers by gathering information from clients and external stakeholders.
- Undertaking file work and conducting some assigned matters of low complexity under supervision in the Magistrates Courts and SACAT in an efficient and effective manner.
- Undertaking legal research for senior lawyers of Legal Services relating to intervention orders and SACAT break lease matters.
- Assisting in delivering education and training for staff and stakeholders to help develop their knowledge and identify signs of coercive control.
- Liaising with key stakeholders, advocates and other peak agencies or justice authorities.
- Participating in community based public lectures and information sessions.
- Meeting requirements under WDVCS funding agreements.
- Complying with all Legal Services policies and procedures to ensure professional work standards of conduct are maintained.
- 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.
- Be an admitted practitioner of the High Court of Australia or currently eligible for appointment.

Personal Abilities/Aptitudes/Skills:

- Be able to provide concise legal advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Relate well to clients by engendering trust, confidence, openness and frankness.
- Develop and maintain relationships with key stakeholders and other peak bodies.
- Respect the rights and preserve the confidence and dignity of all clients and team members.
- Effectively manage workloads and competing deadlines.
- Possess a strong commitment to the rights of women/caregivers and children under the law.
- Work effectively both individually and as a member of a team showing commitment to achieving team objectives and organisational goals.
- 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.

Experience:

- Experience in working autonomously and as a member of a team showing commitment to achieving team objectives and organisational goals.
- Experience in establishing trust and confidence with clients and key stakeholders.
- Experience in communicating effectively with a wide range of people from cultural, ethnic and indigenous backgrounds and/or persons with a physical or mental illness.
- Experience in legal practice, legal research, the preparation of legal correspondence, court documentation and the justice system generally.
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems.

Knowledge:

- Knowledge of government and private agencies in social welfare and justice.
- An understanding of legal assistance models and pathways for legal and non-legal referrals in South Australia.
- An understanding of coercive control behaviours and how to identify them.
- Knowledge of crisis support services, and social support services (including legal services) available to victims of domestic violence.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

Position Description Approval

Approved by:

Signed by:

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Delegate

27 November 2025

Date