

# Position Description



<b>Position:</b>	<b>Lawyer, WDV CAS (Women's Domestic Violence Court Assistance Service)</b>
<b>Classification Code:</b>	<b>LSC2</b>
<b>Division:</b>	<b>Family Law</b>
<b>ANZSCO:</b>	<b>271311</b>

## POSITION DESCRIPTION

### Summary of Role:

The Lawyer - WDV CAS 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 and who are applying for, or already have, an intervention order.

The Lawyer – WDV CAS will support women in reporting breaches of intervention orders, liaising with SAPOL with concerns relating to intervention orders and make appropriate referrals to legal and other support services for women who are dealing with complex legal matters and who have been subjected to or who are experiencing domestic and/or family violence.

The Lawyer – WDV CAS will assist women to negotiate break lease tenancy matters or apply through SACAT regarding break lease tenancy orders where domestic and/or family violence is a factor.

The Lawyer – WDV CAS will develop and deliver educational training programs designed to assist staff and stakeholders to identify signs of coercive control, the potential legal issues associated with coercive control, how to discuss those issues with clients, and how to support clients to get legal help.

The Lawyer - WDV CAS will be required to establish and maintain relationships with key agencies and service providers responding to women who are affected by domestic violence 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 specialist legal information and advice to women experiencing or subject to domestic and/or family violence.
- Providing representation and advocacy for women applying for intervention orders and related tenancy orders, including the preparation of matters for magistrate court hearings.
- Providing representation and advocacy for women in break lease tenancy matters, including the preparation of matters for SACAT tribunal hearings.
- Development and delivery of educational training programs and promotional material for staff and stakeholders to identify signs of coercive control.
- Contributing to biannual activity reports and financial expenditure reports for Programs sponsors.
- Contributing to the design and implementation of accessible legal information and referral procedures that account for women and children at risk of domestic, family or sexual violence.
- Liaising with key stakeholders, advocates and other peak agencies or justice authorities.
- Participating in community based public lectures and information sessions.
- Meeting all requirements under designated funding agreements complying with all Legal Services' policies and procedures to ensure professional 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 an unrestricted Category C Practising Certificate or currently eligible to apply for an unrestricted Category C Practising Certificate.
- Be an admitted practitioner of the Supreme Court of South Australia and High Court of Australia.

- Be appointed to the Legal Services General Panel of Practitioners or be eligible for appointment.

**Personal Abilities/Aptitudes/Skills:**

- Demonstrated ability in supporting women experiencing domestic and family violence.
- Confidently 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.
- Ability to 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.
- Work and communicate effectively with persons from a wide range of backgrounds including understanding, and responding appropriately to cultural, ethnic and indigenous differences and to persons living with a disability.
- 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.
- 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.

**Experience:**

- Possess minimum of two (2) years post admission legal experience.
- Possess a thorough knowledge of domestic and family violence law, practice and the law of evidence in South Australia.
- 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:**

- A broad knowledge of governmental and private agencies in the social welfare and justice system.
- An understanding of legal assistance models and pathways for legal and non-legal referrals in South Australia.
- Knowledge of the Criminal Law Consolidation (Coercive Control) Amendment Bill 2023.
- An understanding of the dynamic of coercive control and how to identify it.
- Knowledge of referral pathways for those experiencing coercive control including crisis support services, and social support services and legal services.
- Confidence in understanding the legal system and legal issues.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

**Position Description Approval**

Approved by:

Signed by:



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26 November 2025

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**Delegate**

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**Date**