



KWILS' Vision is a future where women and their children are safe, living with dignity and respect.

KWILS' Values: Respect Empathy Honesty Continuous Improvement

KWILS' Mission: Provision of legal assistance, legal education, and specialised support services to women of Katherine and the Big Rivers Region with a focus on the reduction of domestic, family and sexual violence.

JOB TITLE	Solicitor	CLASSIFICATION	SCHADS Level 4 - 5
REPORTS TO	Principal Legal Officer	POSITION BASIS	Full-time

POSITION DESCRIPTION

About KWILS

Katherine Women's Information & Legal Service (KWILS) is a specialist Women's Legal Service based in Katherine, Northern Territory. KWILS acknowledges the Jawoyn, Wardaman and Dagoman people, and all Nations across the Big Rivers Region, as the Traditional Owners of the Country we live and work on. We particularly celebrate the strength of the women who have cared for their children, families, and country for countless generations, and continue to do so.

KWILS is a not-for-profit Community Legal Centre, providing all women in Katherine and the Big Rivers Region with free civil law advice and representation, with a particular focus on the reduction of domestic, family, and sexual violence ('DFS'). We have operated since 1997.

In addition to individual legal assistance, KWILS provides Community Legal Education, and undertakes advocacy and law reform work, with a particular focus on addressing harmful societal and cultural practices, assumptions, behaviours and attitudes that contribute to gender-based violence and gender inequality.

KWILS seeks to be a safe practice for all staff and clients, and works to achieve service delivery and community engagement that is collaborative and empowering for women and communities.

Katherine is a community minded town with a range of opportunities to get involved, whether you're artistic, sporty, creative, or outdoorsy. The Big Rivers Region is the gateway to Nitmiluk, Litchfield and Kakadu National Parks, and the Kimberley. It is an idyllic location for anyone wanting to explore the best of Australia's outback.

Position purpose *Under the supervision of the Principal Legal Officer, the Solicitor will provide high quality, trauma informed, holistic legal assistance including legal advice, casework and representation, to women throughout the Katherine and Big Rivers Region.*

The Solicitor will promote enhanced knowledge of legal rights, access to justice and safety for women and children including through Community Legal Education and law reform work.

Main tasks

Legal Service delivery

- Provide high quality legal advice, tasks and casework to clients, including court representation at Northern Territory and Federal Courts, and legal information and referrals.
- Work closely with KWILS' DFSV & Indigenous Client Support Workers to provide wrap-around integrated supports to our clients.
- Develop and/or maintain a strong level of technical competence in KWILS' core practice areas, including domestic, family, and sexual violence ('DFSV'), child protection, and family law.
- Manage file load under the supervision of the Principal Legal Officer.
- Conduct regular outreach services within Katherine, including attendance at the Katherine Local Court, Katherine Women's Crisis Centre, Katherine Police Station, and other related services such as homelessness, health, and family services.
- Conduct regular outreach services across the Big Rivers Region, including working with safe women's spaces in remote Indigenous communities
- Maintain a high standard of file and record keeping.

Organisational responsibilities

- Accurately capture all legal and non-legal service data through KWILS' internal data and file management systems, in a timely manner.
- Attend regular KWILS staff and legal practitioner meetings.
- Participate in performance discussions and development reviews.
- Undertake ongoing professional development in accordance with legal professional regulations, KWILS' policies and procedures, and in consultation with the KWILS Principal Legal Officer.
- Provide some supervision to student and other volunteers as requested by the KWILS CEO and Principal Legal Officer.
- Ensure compliance with KWILS' policies and procedures.
- Contribute to the ongoing development of policies and procedures.
- Contribute to organisational commitments to funding bodies and the KWILS' Management Committee including case studies, outreach work summaries, and facilitating client and CLE feedback surveys.
- Such other projects, activities and duties that may be determined in collaboration with the KWILS CEO and Principal Legal Officer.

Working at KWILS also provides opportunities for you to be engaged in stakeholder relationships, law reform, community legal education.

Stakeholder Engagement

- Represent KWILS in a variety of public forums to promote the work of the service, including network meetings and consultations.
- Develop and maintain relationships with key stakeholders to deliver outreach services to the community, with a focus on working in an integrated and collaborative manner.

Community Legal Education (CLE) and Law Reform

- Plan, design and deliver CLE workshops and associated materials to community groups and organisations.
- Participate in law reform projects including assisting in preparation of law and policy reform research and submissions/inquiries/responses.

- Raise awareness about issues that contribute to KWILS' purpose and service priorities, as directed.

SELECTION CRITERIA

Experience	<ul style="list-style-type: none"> • Admitted to practice as a Solicitor in Australia and eligible to hold a Northern Territory Practising Certificate. • We have options for experienced and graduate lawyers alike. Working at KWILS provides an exciting opportunity to develop your legal practice alongside skilled senior lawyers with substantial practice experience in this jurisdiction.
Knowledge	<ul style="list-style-type: none"> • Awareness of, or willingness to learn, the current legislation and frameworks relevant to the protection of victim-survivors of DFSV and the interaction between them, including Northern Territory mandatory reporting requirements, and the Child Protection and Family Law frameworks. • Understanding of contemporary domestic violence practice, including the gendered nature of violence; working with trauma; and common presentations of DFSV such as coercive control and the misidentification of primary perpetrator. • Understanding of the issues facing women who are victim-survivors of DFSV as well as additional barriers women may face for reasons including race, culture, gender, disability, language, remoteness, poverty, age and sexuality.
Skills & Competencies	<ul style="list-style-type: none"> • Client focussed. • Demonstrated ability to provide high quality legal advice and casework. This may look like pre-admission experience in the community sector. • Demonstrated ability to sensitively take instructions from clients who have experienced and/or are experiencing DFSV, child sexual abuse, and other forms of discrimination and abuse by way of trauma-informed best practice. • Willingness to assist and support others as required, and work collaboratively in a team environment. • Demonstrated ability to model professional boundaries in interactions with clients, staff and service providers and a commitment to ethical practice. • Strong problem solving and decision-making skills day to day, and in crisis situations or with limited supervision. • Commitment to professional and personal development, and willingness to develop further professional skills relevant to the workplace. • Sound judgement and discretion, and maintain a high level of confidentiality. • Proven strong level of initiative and organisational abilities. • Demonstrated commitment to supporting Aboriginal and Torres Strait Islander and culturally and linguistically diverse clients and colleagues. • Understanding of and commitment to working within a strengths-based approach. Highly developed verbal and written communication and interpersonal skills including ability to engage with women from diverse backgrounds and their communities. • Experience in risk assessment in accordance with the Risk Assessment and Management Framework and Common Risk Assessment Tool or ability to quickly develop these skills. • Aptitude in using Microsoft computers and Microsoft Office programs (such as Word and Excel) necessary to complete required tasks, and a willingness to perform administrative duties, as required.
Personal attributes	<ul style="list-style-type: none"> • A commitment to promoting the interests of women. • Commitment to human rights, social justice, equity, and diversity. • Passionate, self-motivated and open-minded. • Adaptability and ability to work under pressure. • Initiative and tenacity.

- Positive approach to change.
- Values diversity.

Other

- Maintain a valid working with Children's Check and Police Clearance
- Valid driver's licence (4WD experience desirable)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.