

# Intellectual Disability Rights Service



## Solicitor: Full time

**Contract Position (Maternity leave)**

**Early February 2016 – February 2017**

**Closing date: Monday 30 November 2015 at 5pm**

Suite 2c  
199 Regent Street  
Redfern NSW 2016

ph: 02 9318 0144  
fax: 02 9318 2887  
email: [info@idrs.org.au](mailto:info@idrs.org.au)  
web: [www.idrs.org.au](http://www.idrs.org.au)  
ABN: 11216371524

Thank you for your interest in the Solicitor position with IDRS. This is a varied and challenging position for a solicitor with a commitment to social justice for socially disadvantaged people.

IDRS is a community legal centre and disability advocacy service which works to promote the rights of people with intellectual disability. There are 3 solicitors (including Principal Solicitor) on the IDRS general legal team with an additional part-time solicitor providing legal assistance in child care and protection matters.

Solicitors at IDRS provide legal advice, referral and legal casework across a wide range of areas of law to people with intellectual disability. Through a network of volunteer solicitors, IDRS also provides after hours legal advice to people with intellectual disability in police custody. The IDRS solicitors are also involved in policy and law reform work and community legal education.

In addition to the general legal practice, IDRS operates the Criminal Justice Support Network providing trained volunteer support persons for people with intellectual disability at police stations and court in criminal matters. Our Parent's Project provides legal assistance and disability advocacy to parents with intellectual disability in care proceedings.

Visit IDRS website [www.idrs.org.au](http://www.idrs.org.au) & IDRS Annual Reports for more information on our work

**Hours** 37.5 hours per week based in Redfern

**Starting date** 1 February 2017 (or soon after)

**Remuneration** Starting salary \$70,109 + leave loading + 9.25% superannuation  
Some salary negotiation possible based on experience  
Salary packaging adds to the value of remuneration package.

## Following Information

- Selection Criteria (must be addressed in application)
- Information for Applicants
- Role Description

## Enquiries

For more information please call , Principal Solicitor 02 9318 0144

## Position Selection Criteria

## Solicitor

You must include in your application a short statement covering the essential experience and skills required in this position.

### **Essential experience and skills**

1. Admitted to practice in New South Wales and hold or be eligible to hold a practising certificate in NSW
2. Significant experience in providing legal advice and conducting legal casework with people from socially disadvantaged populations
3. Understanding of issues affecting people with intellectual disability
4. Ability to simplify legal jargon and communicate effectively with people with intellectual disability
5. Ability to work effectively with other professional staff
6. Ability to deliver community legal education

### **Information for Applicants**

In summary applications must

- include a short statement addressing the selection criteria
- include a resume
- nominate 3 referees
- be received by 5pm Monday 30 November

*Interviews will be held during the week commencing 8 December 2015*

Send application to:

Email: [info@idrs.org.au](mailto:info@idrs.org.au)

*Please write 'Solicitor Position' and your name in the subject line. Your application will be acknowledged by email. If your application is not acknowledged within 2 business days call 9318 1044 to confirm receipt.*

By mail

Solicitor Position

Intellectual Disability Rights Service Inc

PO Box 3347

Redfern NSW 2016

Contact person:

Margot Morris/Tim Chate, Principal Solicitor 02 9318 0144  
to discuss the position

# ROLE DESCRIPTION

<b>Title</b>	Solicitor Intellectual Disability Rights Service		
<b>Role Purpose</b>	To provide legal advice and legal casework to people with intellectual disability and other people seeking advice on behalf of a person with intellectual disability. To advocate for policy and law reform to benefit people with an intellectual disability. To provide community legal education		
<b>Reports To</b>	Principal Solicitor in relation to legal practice matters. Executive Officer for other matters		
<b>Hours</b>	37.5 hours per week    Flexible working hours and time in lieu provisions apply		
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chairperson</li> <li><input type="checkbox"/> Board Members</li> <li><input type="checkbox"/> IDRS members</li> <li><input type="checkbox"/> Executive Officer</li> <li><input type="checkbox"/> Principal Solicitor</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Volunteers</li> </ul>	<b>External Relationships</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clients/Service Users</li> <li><input type="checkbox"/> Government services and/or Government Departments</li> <li><input type="checkbox"/> Community Based Organisations</li> <li><input type="checkbox"/> Corporations</li> <li><input type="checkbox"/> External Network Contacts</li> <li><input type="checkbox"/> Private Law Firms</li> </ul>

<b>KRA</b>	<b>Key Tasks</b>	<b>KPI</b>
Legal Advice	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ongoing provision of legal advice to people with intellectual disability as well family members, carers, disability workers who are seeking advice on their behalf. Provide appropriate follow up associated with advice calls</li> <li><input type="checkbox"/> Referral of caller to other sources of legal or other relevant assistance</li> <li><input type="checkbox"/> Communicate effectively with advice clients</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Quality of legal advice</li> <li><input type="checkbox"/> Feedback from Principal Solicitor regarding legal advice</li> <li><input type="checkbox"/> Feedback from stakeholders and other community organisations</li> <li><input type="checkbox"/> Timeliness of legal advice</li> <li><input type="checkbox"/> Number of advice sessions completed</li> <li><input type="checkbox"/> Analysis of complexity of advice given</li> </ul>
Legal Casework	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide legal casework in line with agreed intake criteria including research, legal advice and legal representation</li> <li><input type="checkbox"/> Conduct strategic litigation that is consistent with IDRS's law reform work objectives</li> <li><input type="checkbox"/> Refer clients to appropriate services, including legal, community and disability services</li> <li><input type="checkbox"/> Deal appropriately with interpersonal issues associated with casework (ie. communicating complex issues with clients, their families and their advocates/support persons)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Quality of legal casework</li> <li><input type="checkbox"/> Successful outcomes of legal cases</li> <li><input type="checkbox"/> Feedback from Principal Solicitor regarding legal casework</li> <li><input type="checkbox"/> Number of files opened and closed</li> <li><input type="checkbox"/> Analysis of complexity of files opened and closed</li> <li><input type="checkbox"/> Client feedback</li> <li><input type="checkbox"/> File maintenance procedures adhered to</li> <li><input type="checkbox"/> Feedback from advocate/support worker</li> </ul>
Education & Training	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contribute to the development and delivery of education programs conducted for people with an intellectual disability, their families and carers and legal and other justice sector personnel</li> <li><input type="checkbox"/> Contribute to the development and delivery of education and training programs</li> <li><input type="checkbox"/> Provide information and advice to other legal professionals about issues affecting people with an intellectual disability</li> <li><input type="checkbox"/> Provide support to co-educators in relation to areas of joint work</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Quality of education programs</li> <li><input type="checkbox"/> Number of education programs completed</li> <li><input type="checkbox"/> Feedback from education programs</li> <li><input type="checkbox"/> Quality of articles on legal issues for relevant publications</li> <li><input type="checkbox"/> Number of articles on legal issues for relevant publications</li> </ul>

<p>Policy Work / Law Reform</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Research and develop policy positions on issues affecting people with an intellectual Work with other IDRS staff to achieve this</li> <li><input type="checkbox"/> Respond proactively and in a timely way to proposed changes in the legal and service system that may disadvantage people with intellectual disabilities</li> <li><input type="checkbox"/> Work with Principal Solicitor to prepare submissions to government and other committees on issues affecting people with an intellectual disability.</li> <li><input type="checkbox"/> Participation on relevant committees and networks</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Quality of policy work</li> <li><input type="checkbox"/> Number of policy related written submissions</li> <li><input type="checkbox"/> Action taken as a result of submissions and participation in committees</li> <li><input type="checkbox"/> Timeliness of response to proposed changes in the legal system</li> </ul>
<p>Information &amp; Development</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contribute to the preparation and review of information and publications about the rights of people with an intellectual disability e.g. fact sheets, pamphlets, booklets, articles and web based information</li> <li><input type="checkbox"/> Contribute to the development of internal legal and other resources</li> <li><input type="checkbox"/> Ensure internal legal and other resources are kept up-to-date as necessary</li> <li><input type="checkbox"/> Provide comment on the publications of other agencies as requested</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Quality of information</li> <li><input type="checkbox"/> Number of contributions</li> <li><input type="checkbox"/> Keeping legal and other resources up-to-date</li> </ul>
<p>Administration</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Receive incoming calls</li> <li><input type="checkbox"/> Refer incoming calls to relevant person or referral to a more appropriate organisation</li> <li><input type="checkbox"/> Contribute to the preparation of project proposals, funding submissions, reports and acquittals</li> <li><input type="checkbox"/> Accurately and timely use of client database</li> <li><input type="checkbox"/> Completion of computerised advice records</li> <li><input type="checkbox"/> Maintain client files for casework matters</li> <li><input type="checkbox"/> Photocopy information as required for the legal practice or education sessions</li> <li><input type="checkbox"/> Contribute to developing policies and procedures manual for the organisation</li> <li><input type="checkbox"/> Develop individual operational work plan across a 6 to 12 month period</li> <li><input type="checkbox"/> Contribute to staff meetings and planning sessions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timely delivery of telephone messages</li> <li><input type="checkbox"/> Accuracy of client information in database.</li> <li><input type="checkbox"/> Quality of file maintenance practices.</li> <li><input type="checkbox"/> Attendance at staff meetings and planning sessions</li> <li><input type="checkbox"/> Work plan in line with strategic direction developed and implemented</li> </ul>

# Intellectual Disability Rights Service (IDRS)

## Background Information about IDRS

The services provided by IDRS include:

### ***Legal assistance***

Legal advice, information and casework is provided for people with an intellectual disability living in NSW or others acting in their best interests.

### ***After hours legal advice***

A roster of volunteer solicitors provides state-wide after hours legal advice to people with intellectual disability who have been arrested. This operates in conjunction with the Criminal Justice Support Network.

### ***Criminal Justice Support Network (CJSN)***

The Criminal Justice Support Network (CJSN) is a program of IDRS that provides volunteer support workers for people with an intellectual disability who are in contact with the criminal justice system either as victims, witnesses, suspects or defendants in criminal matters.

### ***Systemic advocacy and policy reform***

IDRS identifies systemic and policy reform issues which impact on people with intellectual disability and advocates for policy and law reform.

### ***Parents with Intellectual Disability – Care and Protection Project***

Legal and non-legal advocacy and support for parents who have intellectual disability in care proceedings about their children.

### ***Education***

Education and training is provided to people with an intellectual disability, their carers, advocates and service providers as well as solicitors and other personnel in the legal and justice systems.

### ***Group Programs***

Group programs with people with intellectual disability focused on decision-making, rights and increased choice and control

### ***Information***

IDRS produces a number of publications and distributes useful resources, including fact sheets, books, brochures and training materials.

### ***Funding***

IDRS receives funding from the Commonwealth Department of Social Services and the NSW Department of Family and Community Services (Ageing, Disability and Home Care) (ADHC) and project funding from the Public Purpose Fund of the Law Society of NSW. IDRS attracts funding for short term projects from a range of other sources.

## **Current staffing**

IDRS staff include

- Executive Officer
- 3.6 equivalent full time legal positions including a full time Principal Solicitor
- Volunteer solicitors on after hours roster
- Manager - Criminal Justice Support Network
- 4.8 full time equivalent staff in the Criminal Justice Support Network
- 2 Educators
- Parent Advocate – Parents with Intellectual Disability Project
- 1 administrator

**Please visit IDRS website for further information [www.idrs.org.au](http://www.idrs.org.au)**