

CAMDEN COMMUNITYLAW CENTRE

JOB DESCRIPTION

JOB TITLE:	Caseworker/Solicitor – Violence against Women and Girls Project
SALARY:	£35,000-£40,000 depending on experience.
Hours:	Full -time
ACCOUNTABLE TO:	Housing Supervisor
LINE MANAGED BY:	Director

Purpose

This is a new post within the organisation part funded by the London Borough of Camden' Violence Against Women and Girls (VAWG) project.

The postholder will be required to provide support to families and victims of domestic abuse referred by the local authority and provide a range of specialist housing advice. They will also be expected to have a working knowledge of issues concerning VAWG.

MAIN OBJECTIVES:

- Provide crisis intervention and support to victims of domestic violence needing support
- To provide advice and casework in housing.

Duties & Responsibilities

1. Advise women of their rights and options for seeking help and support from other agencies making referrals and co-ordinating the provision of multi-agency support where necessary, and proactively advocate to ensure barriers to accessing support and protection are minimised.
2. Proactively assess the needs and safety of children that women using the service may have, ensure that any risks/needs identified are addressed directly with the woman, and take appropriate action to safeguard them.
3. To ensure that all advice, assistance and representation complies with the requirements of our Lexcel quality mark and where publicly funded complies with the requirements of the Legal Aid Agency.
4. To ensure all casework is recorded within our case management system and prompt billing and payment of work undertaken. The post holder will be expected to meet billing and time recording targets which are set in accordance with the overall requirements of the Law Centre's annual budget and our contracts.

5. To ensure that the terms of all Law Centre funders are kept to in relation to advice & casework including providing reports as required. To report on the work of the Law Centre to the Board of Directors as required.
6. To participate in team meetings and comply with the file review procedure in accordance with Lexcel requirements.
7. To be responsible for your own word-processing, filing and case recording with the case management system and be familiar with digital dictation.

Personnel:

3. To carry out supervision responsibilities as required including staff and volunteers.

Casework

4. To ensure all casework is carried out in accordance with LAA and Lexcel requirements.
5. To promptly bill files in accordance with LAA and CCMS requirements and meet individual billing target.
14. To provide training and support to other agencies as required.
15. To be familiar with and be able to conduct legal aid casework in accordance with the LAA's Client and Cost Management System (CCMS) requirements.
16. To provide representation at the county courts and participate in duty schemes where instructed.

General

17. Work within a framework of safeguarding and confidentiality.
18. To undertake all duties within the letter and the spirit of the Law Centre's Equal Opportunities Policy at all times.
19. To undertake any other duties as may be reasonably required.

Conditions of employment - main terms

The postholder will be based at the Law Centre but may be required to work in Brent.

This is a full-time post (35 hours a week). Holiday entitlement will be 25 days plus public holidays.

All appointments are subject to a 6-month probation period.

Level of responsibility

The postholder will be accountable to the Law Centre Director and will report to and be accountable to the Law Centre Board of Directors.

Level of contact

The postholder will be required to represent the organisation in meetings with funders and external bodies.

Responsibility for assets

The postholder will be a keyholder.

Person Specification

	Knowledge and Experience	Essential (E) or Desirable (D)	Method of Assessment
1	At least 12 months housing casework experience	E	AF/I
2	Broad knowledge of social welfare law related to VAWG.	D	AF/I
3	Sound knowledge and experience of all areas housing law.	E	AF/I
4	Experience of working under the legal aid scheme (both Legal Help and certificated)	E	AF/I
5	Knowledge and experience of working within the LAA Contract requirements	E	AF/I
6	Experience of exercising delegated functions	E	AF/I
7	Sound understanding of the SRA Professional Conduct Rules, Lexcel standards and Solicitor's Accounts Rules and ability to apply them as necessary.	E	AF/I
8	Proven experience of running a varied caseload to meet billing and financial targets for certificated and legal help work.	E	AF/I
9	Proven experience of using CCMS for certificated work	E	AF/I
10	Ability to supervise and support volunteers.	E	AF/I
11	Ability to work collaboratively with CCLC and as part of a team.	E	
12	An understanding of and commitment to equal opportunities issues and its relevance to legal advice.	E	AF/I
13	Ability to communicate effectively with the organisation's client group.	E	AF/I
14	Excellent written and verbal communication skills	E	AF/I
15	Ability to work under pressure and meet deadlines.	E	AF/I
16	Ability to prioritise and work efficiently under pressure, including willingness to undertake urgent work , sometimes necessarily out of hours (judicial reviews/injunctions)	E	AF/I
17	Ability to work as part of a team.	E	AF/I
18	Ability to speak another language relevant to our client base	D	
19	Excellent IT skills	E	AF/I