

DERBYSHIRE LAW CENTRE

JOB DESCRIPTION

TITLE OF POST : Housing caseworker

MAIN PURPOSE OF JOB

The post holder(s) will provide legal advice, information and representation to individuals and groups across the catchment area of the Law Centre. The work will be at a level suited to the post holder(s)'s particular abilities, experience and knowledge. The post holder(s) will specialise in agreed area(s) of law. However, in line with the other team members, the post holder will be flexible and prepared to take on work in other areas of law should the need arise. In addition, the post holder(s) will be part of the workers group collective at the Law Centre and undertake shared duties in the overall running of the Law Centre.

LOCATION OF THE POST

The post holder(s) will be based at the main premises in Chesterfield or at any other Law Centre premises within the catchment area.

RESPONSIBLE FOR :

The post holder will not be responsible for any paid staff. However, as part of the collective, they will be responsible for the supervision / support of other staff including volunteers, as directed by the Law Centre's workers group.

RESPONSIBLE TO :

The post holder will be a member of the Law Centre's workers group, working as a collective with responsibility for the day-to-day management of the Law Centre. The workers group is responsible to the management committee of the Law Centre. The post holder will working under the supervision of their training principal, Tony McIlveen.

MAIN DUTIES OF THE POST

In conjunction with the Law Centre's other advisers and solicitors,

1. To provide initial legal advice by telephone, in writing and in person on a wide range of legal issues as required.
2. To provide specialist legal services in agreed areas of law including interviewing and advising clients, researching the law, advocacy and negotiation, and representation in specified areas of law.
3. To participate in specialist area of law units including planning work around that area of law, accepting supervision of casework and undertaking training including completion of Law Society's Professional Skills course.

In addition,

4. To undertake post holder's own administration including maintaining adequate case records, dealing with legal help issues and word processing.

5. To supervise, train and support volunteers as appropriate
6. To provide talks and training to groups as appropriate.
7. To attend and participate in meetings including workers group, management committee and other relevant events.
8. As part of the workers group, to contribute to and be responsible for the day to day management of the Law Centre.
9. To undertake any other duties as agreed between the post holder and workers group or management committee, in consultation with the relevant trade union where necessary.

PERSONNEL SPECIFICATION

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Factor	Essential	Desirable	How identified
Qualifications/ Education/ Training	<ul style="list-style-type: none"> - legal training / core training in advice work 	<ul style="list-style-type: none"> - qualified solicitor - Chartered Fellow of Institute of legal executives - recent training in housing law 	<ul style="list-style-type: none"> - application form
Experience of	<ul style="list-style-type: none"> - Recent work experience of advising on issues relating to social welfare law - Substantial experience of either housing casework or civil litigation (other than housing) - negotiation and court representation - using legal aid system (legal help and legal representation) - Recent experience of CCMS online legal aid 	<ul style="list-style-type: none"> - support and supervision of staff - of working with volunteers - giving initial legal advice on a wide range of subjects - has or could achieve area of law supervisor status in housing 	<ul style="list-style-type: none"> - application form / interview

Disposition and attitudes	<ul style="list-style-type: none"> - be prepared to operate under a Legal Aid contract - be prepared to be flexible about work areas - commitment to equal opportunities and anti-oppressive practice. - self motivated. - commitment to and understanding of Law Centre's aims. - flexible in approach to work. - reliable. - honest. - able to maintain confidentiality. - demonstrable interest in housing law 	<ul style="list-style-type: none"> - commitment to working with volunteers 	<ul style="list-style-type: none"> - application form / interview - reference - reference - reference
Skills/ knowledge/ aptitudes	<ul style="list-style-type: none"> - ability to manage a varied and challenging housing and/or civil litigation caseload - ability to work with and advise the public by phone, in person and in writing. - ability to analyse problems and advise on a range of solutions in specialist areas of law. - Ability to present legal issues in a 	<ul style="list-style-type: none"> - computer / word processing skills. - Understanding of issues affecting not for profit agencies 	<ul style="list-style-type: none"> - application form / interview / exercise

	clear and easily understandable way - ability to organise and undertake own administration. - ability to work as part of team. - ability to organise a caseload		
Special requirements	- prepared to work some unsocial hours - able to drive or organise own transport around the catchment area		- application form