

JOB DESCRIPTION

TITLE OF POST: Employment 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 be working under the supervision of an area of law supervisor in the employment unit.

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 as agreed.

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 undertake data collection and monitoring in conjunction with the employment team at Derbyshire Law Centre and partner organisations.

6. To supervise, train and support volunteers as appropriate
7. To provide talks and training to groups as appropriate.
8. To attend and participate in meetings including workers group, management committee and other relevant events.
9. As part of the workers group, to contribute to and be responsible for the day to day management of the Law Centre.
10. 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.