



POSITION DESCRIPTION

Designation:	Magistrates Court Domestic Violence Duty Lawyer Service Paralegal ("Volunteer Paralegal")
Status:	Volunteer
Hours of Work:	Varied
Reporting To:	WLS Volunteer Program Manager & WLS Principal Solicitor
Review Date:	December 2016

WLS Objectives:

- To provide effective and appropriate information, advice, counselling and support services to empower women to gain access to justice and safety.
 - Provide broad ranging Community Legal Education programs and publications to demystify and facilitate access to the legal system.
 - Influence and effect changes to the law, legal processes and service delivery to enable all women's active participation in the legal system.
 - Initiate and participate in community development work to facilitate women's access to justice and safety.
 - Ensure the maintenance and development of efficient and effective organisational systems.
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Organisational Structure - Areas of Responsibility

The Coordinator holds the overall responsibility for all functions of Women's Legal Service (WLS).

The Principal Solicitor is responsible for the WLS delivery of high quality legal assistance, advice and casework, including those legal services provided by volunteers.

The Volunteer Program Manager is responsible for the day-to-day coordination of the

volunteers that staff the WLS volunteer sessions and for ensuring that the volunteer program is supported.

The Volunteer DV Court Paralegal works closely with WLS Solicitors who attend at Caboolture, Ipswich and Holland Park Magistrates Court on a rotational basis and also the Principal Solicitor who is responsible for overseeing the legal services provided by Volunteers.

The Volunteer Paralegal will also be overseen in respect to all aspects of volunteering by the Volunteer Program Manager. For support and assistance on the volunteering experience at WLS, the contact person is the Volunteer Program Manager.

Purpose of the Position

WLS provides weekly Domestic Violence Duty Lawyer Services at Ipswich, Caboolture and Holland Park Magistrates Courts (“DV Duty Lawyer Service”). WLS rosters at least one staff solicitor to provide services at Ipswich, Caboolture and Holland Park Court. From time to time WLS Staff Social Workers also attend at Court to provide support and information to women experiencing domestic violence.

Involving volunteers in the duty lawyer service ensures that a greater number of services can be provided efficiently and professionally.

The Volunteer Paralegal position provides support to the Staff Solicitor in preparation for court, during the duty lawyer service, and following court. The position may also provide support and assistance to the staff Social Worker from time to time.

Key Responsibilities

A. To provide paralegal support and assistance to WLS Staff Solicitors and/or Staff Social Workers at the DV Duty Lawyer Service.

Particular Tasks

A. DV Court Paralegal

1. Assist the WLS Staff Solicitors and Staff Social Workers in all aspects of the Duty Lawyer service so that they run smoothly and effectively;

2. Communicate effectively and appropriately with women who have experienced domestic violence as required;
3. Preparing and editing documents such as letters, file notes, court forms and other documents;
4. Copying, faxing, filing as required;
5. Utilise data programs to retrieve client records as required; and
6. Follow all reasonable and lawful directions given by Women's Legal Service staff and adhere to all Women's Legal Service policies and procedures including the; code of conduct, confidentiality and conflicts of interest, use of computer email and internet policy and volunteer program policies and procedures.

SELECTION CRITERIA

1. Currently studying law or completed a law degree and have a sound knowledge of family law and domestic violence legislation or the ability to rapidly acquire such knowledge.
2. High level of computer literacy, including demonstrated experience with MS Word, MS Outlook and office equipment.
3. Well developed and effective interpersonal and communication skills, both written and oral, including the ability to interact appropriately with vulnerable women from diverse backgrounds.
4. High level of organisational and time management skills, attention to detail.
5. A sound knowledge and understanding of legal and social issues affecting women, along with a commitment to social justice issues for women and to working for a community organisation.