



POSITION DESCRIPTION

Designation:	Volunteer Lawyer
Status:	Ongoing
Wage Classification:	Voluntary
Hours of Work:	One evening per month from 6.00 – 8.00pm
Reporting to:	Volunteer Coordinator

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.

Purpose of Position:

Women's Legal Service provides high quality legal services to women, specialising in the areas of family law, domestic violence and child protection. The role of the Lawyer is to provide family law advice, assistance and referral to women in a supportive environment.

Key Responsibilities:

Evening Advice Sessions

- To provide family law advice to women
- To complete and sign the client intake sheets with notes outlining the advice provided and relevant limitation periods
- In conjunction with the evening coordinator provide appropriate referrals to other legal and welfare services

- To feedback identified issues or problems relating to evening sessions practice to the volunteer coordinator

Organisation Duties

- Attendance at an induction evening
- Commitment to attend the allocated rostered times
- Be aware of and comply with WLS policies, guidelines and risk management guide
- Ability and willingness to participate in training/learning activities which are offered from time to time

Selection Criteria:

Essential

1. Hold a current practising certificate or be eligible to apply for a volunteer practising certificate through the Queensland Law Society
2. Recent experience in family law
3. Ability to communicate effectively with people from a wide range of backgrounds and be able to convey complex legal information in a manner appropriate to the client group.
4. Willingness to work effectively in close partnership with other legal volunteers, social workers and WLS staff in the delivery of free legal advice and information to clients attending evening advice sessions
5. An understanding of and support for the underlying principles of feminism and the aims and objectives of community legal centres
6. Sound knowledge of legal and social issues affecting women gained through formal education and/or previous experience