



POSITION DESCRIPTION

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| Designation: | Volunteer Support Worker |
| Status: | Ongoing |
| Wage Classification: | Voluntary |
| Hours of Work: | One evening per month from 5.30 – 8.00pm |
| Reporting to: | Volunteer Program Manager |

WLS Objectives:

Women's Legal Service provides high quality legal services to women, specialising in the areas of family law and domestic violence. In order to provide the maximum services to women in the community, WLS utilises volunteers to give legal advice during our Evening Advice Sessions held on a Monday and Wednesday evening. The role of the support worker is to assist women to obtain legal advice and to provide assistance, support and referrals to women in a supportive environment. All staff are required to work in a manner consistent with WLS values, mission and purpose.

Purpose of Position:

Women's Legal Service provides high quality legal services to women, specialising in the areas of family law and domestic violence.

Key Responsibilities:

- To provide initial contact with women who attend evening advice sessions
- Assist clients with filling out forms where appropriate
- Identify specific legal issues on which the client requires advice
- Provide information and advice, support and referral within the expertise, experience and knowledge of the worker
- Consult and brief evening colleagues

Selection Criteria:

Essential

1. Have a degree or working towards a degree in law, social work or human services OR have a **minimum of 1 year experience** in the domestic violence sector.
2. Demonstrated knowledge and practice experience in the area of domestic violence

3. A sound knowledge and understanding of legal and social issues affecting women, along with a commitment to social justice issues for women and to work for a community organisation