

Position Title:	Paralegal
Terms of Employment:	3 months fixed term, part-time
Hours	22.2 hours per week over 3-4 business days
Reporting to:	Principal Lawyer or Supervising Lawyer
Office Location:	Level 1, 63 Thomson Street Belmont or working remotely when required and by agreement
Employment Conditions	In accordance with the Community Legal Centres Multi Business Agreement, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS), and applicable legislation
Probationary Period	A one month probationary period applies, which may be extended by an additional month. Employment is subject to a satisfactory Police Check. Employment may be terminated by the employee or BCLS within the probation period with one week's written notice
Classification and Pay Rate:	Community Development Worker Class I (Qualified) (level 3.4) \$34.89 per hour
Salary packaging	The benefits of tax-effective salary packaging may be available (including access to Accommodation and Meal Entertainment packaging)

Barwon Community Legal Service

BCLS is an independent not-for-profit community-based organisation, serving the local government areas of City of Greater Geelong, Borough of Queenscliff, Surfcoast Shire, Colac Otway Shire and some regions of Golden Plains Shire since 1986. The service is an incorporated association governed by an independent Board of Directors and receives funding from a number of sources to deliver services across a range of program areas.

Services currently offered include legal information, referral, advice, casework, social work and education for members of the local community. Our model of service provision ensures that work undertaken is reviewed for emerging patterns and trends, and that issues requiring structural change or political intervention are identified and addressed through advocacy, community education and social policy initiatives.

Position Context

To provide administrative and paralegal support to our lawyers, and to provide client intake and reception relief.

Collaborates With

BCLS management, employees and volunteers. Centre clients and members of the community.

Decision Making Authority

Under the supervision of the Principal Lawyer, day to day work flow being delegated by the community lawyers who are ultimately responsible for decisions pertaining to their own files.

Key Responsibilities**Paralegal Support**

Assisting community lawyers with day to day client work, including but not limited to:

- Drafting letters and documents for approval (lawyers to provide approval virtually when working remotely)
- Opening and closing client files
- Contacting clients, other parties or 3rd party organisations (on behalf of lawyers or reception), to clarify instructions or pass on/find out information
- Drafting file notes, , writing memos and emailing lawyers with information when requested
- Undertaking Legal research
- Completing client intake forms
- Conducting conflict checks of court lists for the duty lawyer
- Providing administrative support including minute taking at staff and Legal Team meetings
- Compiling client case studies including obtaining consent
- Updating referral lists
- Other legal work as required

Information Management

Maintain client service records using electronic information management systems. This includes but is not limited to:

- Preparing and processing client files and documents for data entry
- Entering data into database software and checking to ensure the accuracy of the data entered
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Responding to information requests

Client Intake and Reception Back-fill and Relief

During core staff lunch breaks and leave, carry out intake and reception duties as needed including:

- Client Intake:
 - Conduct initial legal needs identification;
 - Inform people interacting with the legal practice about services available, eligibility criteria and complementary services.

- Provide referrals to a range of internal and external services to assist clients with their related needs, including the monitoring of referral effectiveness within the scope of the position.
- Schedule appointments and type up notes in relation to appointments
- Complete conflict checks to ensure clients can access service.
- General Reception:
 - Greet all visitors
 - Transfer calls as necessary
 - Receive and dispatch deliveries
 - Take messages and ensure they are passed on to the appropriate staff member on a timely basis

General Administration Duties

- Perform ad-hoc administration duties
- Assist with mail as required

Key Selection Criteria (Qualifications, Knowledge & Skills, Personal Attributes)

Mandatory Qualifications

- 2+ years of experience providing administrative assistance in a legal office environment or equivalent volunteer experience

Desirable Qualifications

- Final year undergraduate law students and legal graduates are encouraged to apply

Essential Knowledge and Skills

- Understanding of the areas of law that are commonly encountered in community legal centres
- Good attention to detail and ability to adhere to data processes, with knowledge of Microsoft Office suite
- Highly motivated with good organisational skills
- Excellent written and verbal communication skills – the ability to explain complex processes in plain language
- Experience with technology and data management systems
- High level legal research skills
- Commitment to the principles of equity, access and social justice.

Desirable Knowledge and Skills

- An understanding of community legal centre practices and services
- Understanding of the principles and practice of the community justice sector
- Experience working with people from diverse ethnic and social backgrounds

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientated
- Ability to work under pressure and handle difficult conversations
- Discrete and professional
- Compassionate and empathetic

Application Process

Applications close Friday 15th October 2021 at 5:00 p.m.

Applications including cover letter addressing the selection criteria and resume should be addressed to the Principal Lawyer and forwarded electronically to employment@barwoncls.org.au.

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.barwoncls.org.au

Enquiries: Please contact Mandi Hyland, Principal Lawyer on 1300 430 599.