

Position Description

Volunteer Night Service Co-ordinator

Tasks

Assist in the provision of a high quality legal advice and information service to clients attending the night service in accordance with our philosophy as follows:

- Oversee and organise the volunteer lawyers, ensuring they conduct client interviews with a paralegal present where appropriate;
- Ensure volunteer night staff undertake their responsibilities in accordance with the centres Policies and Procedures;
- Ensure copies of all relevant documents brought in by the client or prepared by the service are attached to the advice sheet or file and the originals are returned to the client;
- Encourage the volunteer lawyers to involve paralegals in the interview process and above tasks wherever possible with the intention to enhance their learning experience when dealing with clients and providing legal services;
- Attend to completion of all aspects of the advice sheet including limitation dates to be recorded and monitored by day staff;
- Participate in case conferences at the end of the session;
- Assist the volunteer lawyers in referring appropriate matters to the day lawyer by ensuring completing the night to day referrals form;
- Report any incidents to day staff and liaise with day staff;
- Attend quarterly night service co-ordinator meetings and additional training as required;
- Work with the supervising lawyer who has overall responsibility for ensuring high quality legal advice and adequate records are maintained.

Prior Experience/Qualifications Required

- Extensive knowledge of the day to day work of ECLC and the work the Centre undertakes.
- ECLC expects a minimum commitment of six months to any volunteer position with the hope of building an ongoing mutually beneficially relationship with all volunteers.

Time Commitment

- Usually one evening per fortnight.



How to Apply

Please forward a cover letter and resume to eclc@eclc.org.au, attention to the **Volunteers Project worker**, outlining the office you would like to volunteer at, the program that you are interested in and your availability.

Generally, in order to be eligible for this position, some experience is required in the position of a Volunteer Reception, Information and Referral Worker.

Positions in this role are highly sought after. Although there may not be any positions available when you apply, ECLC recruits regularly throughout the year. Your application will be put on a waiting list and you will be contacted when any suitable positions arise.