

Position Description

Volunteer Night Service Lawyer

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:

- Conduct client interviews with a paralegal present where appropriate;
- Provide advice, and give copies of precedent letters where appropriate, in accordance with our guidelines (as contained in the Policy and Procedures Manual);
- Ensure adequate file notes of problem and advice given are attached to advice sheet and file;
- 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;
- Involve paralegal 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;
- Refer appropriate matters to the day lawyer by completing the night to day referrals form;
- Report any incidents to day staff through the night co-ordinator or supervising lawyer;
- Perform the role in accordance with all policies of the Centre, including policies relating to the prohibition on self-referrals;
- Work under the supervision of, and raise any questions with, the supervising lawyer who has overall responsibility for ensuring high quality legal advice and adequate records are maintained.

Prior Experience/Qualifications Required

- Must be admitted to practice in Victoria; preference is given to lawyers with at least two years current relevant casework experience.
- 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.



eastern **community legal** centre

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Fax: (03) 9285 4833
Web: www.eclc.org.au

Suite B, 6 Floriston Road
Boronia VIC 3155
(PO Box 747)
Ph: (03) 9762 6235
Fax: (03) 9762 9751
E-mail: eclc@eclc.org.au

Time Commitment

- Usually one evening per fortnight. Monthly shifts can be negotiated.

How to Apply

Please contact the **Volunteer Co-ordinator** at the Box Hill office.

Address: Suite 3, Town Hall Hub
27 Bank Street
Box Hill VIC 3128
Phone: (03) 9285 4822
E-mail: eclc@eclc.org.au